



RIGHT OF WAY AGENT TRAINEE

Company: Electric Power Systems, Inc.
Location: Anchorage, AK
Base Pay: \$18 - \$28 /hour based on relevant experience
Employee Type: Full Time Position
Job Type: Administrative/Right of Way Agent
Preferred Education: Post-Secondary
Preferred Experience: 1 + years
Required Travel: Mostly local (Anchorage and Mat-Su Valley)

Contact: Melanie Coar
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THE OPPORTUNITY

Electric Power Systems, Inc. (EPS) is seeking a local, energetic, and motivated individual to join our Alaska right of way (ROW) team. If you like working as a team member, have a positive attitude, and are self-motivated, please apply.

A ROW Agent Trainee is initially responsible for support services for ROW agents and project managers, with an anticipated career path advancement of ROW Agent, Senior ROW Agent, and Project Manager.

A ROW Agent Trainee will complete structured assignments and receive ROW-specific on-the-job and classroom training.

WHAT YOU'LL DO

A ROW Agent Trainee may be required to:

- Perform administrative duties, consisting of accurate data entry, preparing professional letters and email communications, with proper grammar, punctuation, spelling, and format;
- Use mail merge to populate documents and correspondence. Print documents and prepare packages for mailing;
- Assist ROW Agents and Project Managers with document preparation (i.e.: legal documents, letters, proposals, and transmittals);
- Research multiple right of way record databases and maintain office files;
- Perform fundamental title research to determine land ownership and easements for parcels associated with capital improvement projects;
- Use online resources to determine status of corporations and officers/agents, as well as researching contact information for parcel owners;
- Employ self-checking quality control procedures;
- Accompany ROW agents and project managers in field to develop owner rapport-building and negotiation skills;
- Attend daily/weekly project team meetings;
- Other administrative support as needed and determined by Project Managers and/or the ROW Manager.

WHAT WE EXPECT FROM YOU

Applicant must have excellent writing and oral communication skills and an acute attention to details. Experience with Microsoft Office Word and Excel is required. Experience with Microsoft Access, Microsoft Project, Adobe Professional, or similar software, is desirable.

Applicant will be required to pass Alaska Real Estate Licensee exam within 180 days of start date. Applicant will be required to become member of the International Right of Way Association (IRWA) and a Notary Public.

The ideal candidate will possess, or be willing to learn, the following knowledge, skills, and abilities:

- Strong written and oral communication skills;
- Self-starter who is motivated and has the enthusiasm to work both independently and as a team player;
- A strong work ethic with reliable attendance, punctuality, and a positive attitude;
- Prioritization and organization in order to meet deadlines and process multiple project packages simultaneously;
- Considerable concentration and ability to work in a changing environment with organizational and clientele diversity and tight deadlines;
- Ability to read engineering plans, maps, and specifications;
- Ability to learn Federal, Alaska, and local real estate laws and regulations, and real estate appraisal and finance principles and practices;
- Perform land title research, including using state and federal land status plats, deeds, and patents, as well as other materials relevant to ownership and title interests;
- Knowledge of basic right of way conveyances, including warranty deeds, quitclaim deeds, easements, temporary construction easements, and temporary construction permits;
- Knowledge of basic legal descriptions;
- Valid Alaska Driver's License and ability to pass a drug screening test.

WHAT YOU CAN EXPECT FROM EPS

Although performance will guide the candidate's advancement rate, EPS anticipates the following successive milestones. Each would be accompanied with a pay increase to be determined at the time the milestone is reached.

ROW Agent Trainee to ROW Agent within two years of start date
ROW Agent to Senior ROW Agent within five years of start date
Senior ROW Agent to Project Manager within ten years of start date

EPS offers a great benefit package including Medical Insurance, Life Insurance, Long Term Disability, 401(k) Plan, Health Club Membership, Employee Assistance Program, Paid Vacation, and Paid Holidays.

EPS is an Equal Opportunity, Affirmative Action (EEO/AA) employer that values diversity at all levels. We consider candidates for all positions on the basis of qualifications and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, protected veteran status, disability, and any other legally-protected status. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

EPS is a smoke free and drug free company.