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Right of Way Specialist



Department:
Right-Of-Way Services

Office: The position can be based out of our offices in MN or ND; remote candidates in MN, ND and SD will be considered.

Forge ahead with WSB. WSB was founded on the understanding that culture drives results and we've dedicated ourselves to the value of strong relationships, collaboration and forward-thinking ideas. We've inspired each other to discover thoughtful and creative solutions that look beyond the needs of today to the opportunities of tomorrow.

What You Will Do: As a right of way acquisition specialist, you will meet with clients, design staff and landowners to discuss project impacts to parcels and address landowners' concerns. You would complete field title investigations, present offers of compensation and negotiate settlements, research property ownership, set up parcel files, notarize documents, assist in project management tracking, draft conveyance documents and obtain mortgage releases. Relocation tasks will include meeting with displaced property owners and tenants, providing referrals, preparation of relocation claims, and coordination of move estimates and maintenance of the project spreadsheets for our clients.

What You Will Bring:

- Associates degree in business, planning, or a closely related field or one or more years of right of way related experience; such as, right of way acquisition or management, relocation, title examination, and right of way analysis
- Knowledge, experience and contacts in right of way work related to Utility/ Transmission Line Projects.
- Willingness to travel to out-state projects
- REALMS software experience
- Minnesota Real Estate License and Public Notary License or ability to attain within 6 months of hire
 - Not required but preferred licensure in ND & SD.
- Acquisition experience in Minnesota, Wisconsin, Iowa, South Dakota and/or North Dakota
- Valid driver's license and a clean driving record
- Knowledge of acquisition and relocation procedures under the Uniform Relocation Act
- Strong written and verbal communication skills
- Experience with Microsoft Word, Excel and various databases is strongly preferred

Who We Are: WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. We provide solutions for the places, spaces and systems that support our lives. We offer services in more than 25 complementary areas across the nation.