



Prequalified Ready Employees for Power
Preparing Tomorrow's Energy Professionals

Prequalified Ready Employees for Power Intl
www.prepintl.com

5113 Piper Station Drive, Suite 206
Charlotte, NC 28277-6690
Office 704.752.6414
Fax 704.752.4224

A Division of Sadinsky & Partners Intl, LLC

Right Of Way (ROW) Agents

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Build an exciting and rich career taking on numerous activities involved in the acquisition of private property required for public infrastructure projects. One of the best ways to learn about the career of a ROW Agent is to grow through a trainee role gaining exposure to multiple areas. Some of the typical duties of a ROW Agent follow:

For additional information, we advise to research more about [Right of Way](#) and the [Uniform Relocation Act](#).

Assignment Focus: Perform land acquisition and right-of-way work under moderate supervision and mentoring. Agents sometimes act as a specialist in one area like Relocation, Acquisition or Property Management; but more often play multiple roles on a project. This position requires leadership skills and the ability to take on several responsibilities.

Primary Responsibilities:

Technical

- ⊖ Understanding of real estate law and real estate issues
- ⊖ Ability to read and interpret highway Right Of Way documents and construction plans
- ⊖ Ability to prepare contacts in a timely and efficient manner

Acquisition

- ⊖ Analyze, interpret and prepare real estate documents
- ⊖ Negotiate purchase with property owners and complete associated agreement documents
- ⊖ Prepare property for condemnation

Relocation

- ⊖ Be knowledgeable of local housing, zoning and building codes
- ⊖ Assist the displaced in preparing to move including helping them find replacement housing
- ⊖ Coordinate activities related to the displaced property owner's move

Property Management

- ⊖ Oversee property inspections, utility disconnects and removal of hazardous materials
- ⊖ Understand EPA, OSHA as well as City, State & Federal mandated requirements
- ⊖ Prepare demolition specifications for contracts

Title

- ⊖ Conduct a search of the public records concerning the titles to such real estate
- ⊖ Comply with all state and local policy and procedures in conducting search
- ⊖ Identify any and all matters presently affecting the title

Closing

- ⊖ Schedule and meet with property owner to explain and conduct closing
- ⊖ Prepare settlement statement and other required documents
- ⊖ Conduct closings, disbursing and collecting monies as required

Qualifications:

Knowledge and Experience

- ⊖ 3 years of experience in a similar position or demonstration of skills necessary to perform job
- ⊖ Associates or Bachelor's Degree or 5-7 years of Military Training
- ⊖ Proven success in working one-to-one with customers

Skills and Attributes

- ⊖ Effective problem solving and negotiation skills
- ⊖ Effective interpersonal skills including excellent oral and written communication skills
- ⊖ Professional presentation representing clients as a responsible steward of public funds

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