



Real Estate Services Agent III

Job Code	20000178	Job Family	Business & Operations Analysis	Professional / Knowledge Worker	
Department	Real Estate	Reports to	Mgr Real Estate Services	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2057	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Under the supervision of the Manager, aids in developing, coordinating, implementing, and executing an effective program for property/right-of-way acquisition(s) and the management of all District properties and property rights. Aids in disposal of surplus property and property rights, the acquisition of needed property and property rights (easements), leases and contracts facilities and services necessary for District purposes. Aids in training and mentoring of subordinate staff.

Accountabilities

Accountability #1

Demonstrate outstanding value relative to cost to our customers by performing in a lead capacity for major acquisition projects, advising, coordinating, and reviewing contractor activities associated with major projects and customer work, documenting project activities, including financial and pertinent supporting data, and negotiating, evaluating, interpreting and calculating project requirements. Also participates in major project planning, and analysis of potential transmission line corridors, substation sites and other property requirements, and similar responsibilities.

Accountability #2

Achieve the highest level of employee and community trust in how the District manages real estate by investigating and identifying required repair and maintenance of District facilities while working with District personnel or contractors to achieve success. Provides information to internal and external customers regarding District-owned properties and aid in defining policies and developing procedures for authorized uses of District properties, and similar responsibilities.

Accountability #3

Increase the public's confidence in the quality of the District's management of real estate by preparing real estate documents for General Counsel review, Negotiating option agreements for purchase of land needed for electrical and water operations, tracking right-of-way acquisition costs and preparation of status reports on assigned projects, and similar responsibilities.

Accountability #4

Achieve the highest level of employee and community trust in how the District manages real estate by researching and writing a narrative opinion of value for proposed real property rights acquisition or disposal and review's opinion of value and appraisal reports prepared for proposed real property rights acquisition or disposal, and similar responsibilities.

Accountability #5

Demonstrate powerful partnerships that reflects an understanding of community and customer needs by thoroughly reviewing and researching encroachments on District Fee Owned Property and property rights to ensure resolution, which may include preparation and negotiation or Limited Use Permits for residential or commercial use of District Fee Owned Property, reviewing the permit fee schedule to maximize reasonable value for use of District fee owned land, and similar responsibilities.

Accountability #6

Accountability #7

Accountability #8

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Business Administration, Real Estate, or related field, AND
Four (4) years of experience in real property rights acquisition;

OR

Four (4) years of business office, customer service, real property rights acquisition, or related experience, AND

Four (4) years of experience in real property rights acquisition;

OR

Eight (8) years of experience in real property rights acquisition.

*Note: An SR/WA Professional designation may substitute for two (2) years of the education requirement.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Current Notary Public License or the ability to obtain a license within six (6) months of employment

Valid Washington State Driver's License

Completion of the following International Right of Way Association (IRWA) classes:

Principles of Land Acquisition

Principles of Real Estate Negotiation

Easement Valuation

Environmental Awareness

Preferred License(s) and/or Certification(s):

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Principles and practices of real estate including acquisition and disposition of property rights, land values and good business practices

Property and land use regulations in the District's service area
Computer applications including advanced word processing, spreadsheets, and databases
Business writing concepts
Advanced negotiation and communication skills and techniques
Advanced research and analysis techniques
Ability to read and write legal descriptions

Preferred Skills and Abilities:

Coordinate and manage multiple projects
Communicate and work effectively with all levels in the organization, co-workers, customers and outside agencies
Use independent and discretionary judgement
Lead and train others
Appraise, negotiate, and dispose of real property
Work with confidential information

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as "Professional / Knowledge Worker".

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing

- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Frequent (34-66%)
Walk	Occasional (11-33%)
Stand	Frequent (34-66%)
Drive	Frequent (34-66%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Frequent (34-66%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Frequent (34-66%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Never
Use peripheral depth perception	Never
Speak	Constant (67-100%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Seldom (1-10%)
Work alone	Frequent (34-66%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)
Comprehension	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Frequent (34-66%)
Reasoning	Frequency
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Occasional (11-33%)
Organization	Frequency
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)
Resilience	Frequency
Work under pressure	Occasional (11-33%)
Work for long periods of time	Never
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Seldom (1-10%)
Working with angry customers	Occasional (11-33%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
 No

On-call activities and frequency.

Occasionally - 1x quarter or 4-6 times a year 0

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.