



## **ROW & Claims Specialist**

**Wolverine Pipe Line Company** is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 85 employees in the three states we operate - Michigan, Indiana and Illinois. Wolverine operates 700+ miles of active steel pipeline in three states, connecting Chicago refineries to terminals in Michigan and Northwest Indiana and moving product west to east. We transport over 350,000 barrels or 14.7 million gallons of refined products a day. Wolverine also provides approximately 30% of Michigan's daily refined products supply. We deliver the products that fuel the nation.

Wolverine does not own the product we ship. We are strictly a transport vehicle for our customers, much like UPS or FedEx is for packages. The Federal Government regulates the tariffs Wolverine charges to transport products between origins and destinations.

## **Why Should You Apply?**

- We hire for the long term and we invest in your success.
- We offer an outstanding benefits package that includes medical, dental, vision, paid vacation and holidays and 401k with company matching and additional company contribution after one year of service.
- Excellent compensation.
- Low employee turnover rate.

## **Benefits:**

Wolverine offers a competitive Total Rewards Package that consists of:

- Medical/ Dental/ Vision Insurance
- Life Insurance Plans
- Paid Time Off
- Tuition Assistance
- 401(k)
- Employee Recognition Programs

## **Summary of duties and responsibilities:**

This role is responsible for Right of Way ("ROW") field work and will coordinate the activities of contract company employees supporting the Wolverine ROW Department. The candidate must display a commitment to and ownership of the company's behavior-based safety program. As necessary, the individual will also perform work tasks within the subject matter discipline on small projects where external contract support is not necessary. The position requires an intrinsically motivated candidate who will strive for overall excellence in field operations to support operations and maintenance activities or capital and expense projects achieve their stated business objectives.

## **Essential duties and responsibilities: (Not all inclusive)**

- Negotiate new easement acquisition or amendment for base business pipeline operations and maintenance
- Secure easement acquisition on schedule to keep project timelines, negotiate ingress or egress for company representatives, and settle claims for property damage with landowners as needed
- Coordinate the proper planning and execution of all capital and expense projects
- Direct the acquisition of ROW permits, coordinate contract right of way field agents as they assess site conditions for damage, and provide field inspection oversight on active job sites as required to maintain positive landowner relationships
- Provide continued development of Wolverine's preferred land management software programs such as Compass, Portal, or SharePoint
- Ensure database is updated as new information is made available, easement and parcel information agree, and quality check the metadata in the system for accuracy
- Steward Budget Discipline for ROW Department
- Start the Authorization For Expenditure ("AFE") process for each capital or expense project, verify cost tracking accuracy throughout project, and provide project status updates on a quarterly
- Provide visible Loss Prevention System (LPS) Leadership in his or her work team and to the entire organization through effective implementation of the LPS tools (LPSA, LPO, LI/NLI, Verification & Validation, etc.)
- Coordinate contract company partners in the field and steward negotiation with landowners as company asserts its property rights to perform maintenance activities

- Enforce compliance with ROW Department processes and procedure
- Show extreme ownership for the success of ROW base business and projects supported by ROW, including timely review of the scope of work, review of related property rights documents, and other core business documentation
- Study, evaluate, and explain a project plan and profile drawings and property plats or exhibits to other departments effectively
- Effectively communicate with the public in settings such as landowner town hall meetings, informational sessions about the pipeline, meetings with local agencies such as a road commission, etc.
- Exercise the initiative to think independently and make rational judgment calls in the best interest of the company
- Effectively deal with potentially difficult or confrontational situations when speaking with landowners
- Secure, maintain, and modify the ROW for valve installations, cathodic protection installations, new meter stations, new pump stations, road improvements, etc. through warranty deed dedication, permanent or temporary easement, as conditions dictate at the fairest price to the company as well as the property owner
- Researches County and title company records in order to determine the true owner, easements, liens, mortgage or other encumbrances on property in question
- Orders appraisals, title opinions and special maps when necessary
- Researches local real estate records to determine land value
- Negotiates with property owners and conducts negotiations for securing deeds, easements, permits, options, agreements, outright purchase of property or settlement of damage claims
- Prepares all necessary forms for land acquisition and payment for same
- Works closely with Wolverine's contractor attorneys
- Regular and punctual attendance

**Education, prior work experience and specialized skills and knowledge:**

- Bachelor's degree in business or related field required
- Four to Seven (or more) years of experience in right of way, construction, civil engineering or real estate appraisal and land acquisitions activities
- Valid driver's license with good driving history
- Ability to read, analyze, and interpret general business periodicals, professional documents, technical procedures, or governmental regulations
- Proficient use of a personal computer and applicable Microsoft office software
- Ability to interpret maps or a GIS system as required
- Ability to function within a group or self-directed when applicable
- Detail oriented
- Self-motivated with strong interpersonal and organizational skills
- Good communication skills
- General knowledge of the field of real estate title and valuation work
- Knowledge of the requirements as to form, content, and recording necessary to render valid legal documents required
- Ability to research property value and title
- Ability to write reports and routine business correspondence
- Ability to solve practical problems and deal with a variety of concrete variables

**Physical Environment/working conditions:**

- Frequently works in a normal office and/or field environment
- Frequent travel
- Occasional climbing stairs, standing, stooping, crouching, and kneeling
- Frequently working indoors and outdoors in all weather conditions
- Frequently reaching for and gripping objects.
- Ability to occasionally lift up to 20 lbs
- Frequently walks on all outdoor terrains
- Frequent sedentary position
- Frequent telephone use and reading
- Frequent use of office equipment

**Other:**

- Access to proprietary information

*It is the policy of Wolverine Pipe Line Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, veteran or other legally protected status.*