



ROW and Claims Supervisor

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, 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:

Supervise all Right of Way ("ROW") activities in the ROW Department. In addition to ROW responsibilities, the role must also steward external stakeholder relationships associated with Government and Public Affairs matters. Provide ownership of several processes related to the Damage Prevention program, including Aerial Patrol and One Call system stewardship. As necessary, perform as an individual contributor within the relevant subject matter discipline on various capital projects and as needed for base business.

Essential duties and responsibilities: (Not all inclusive)

- Provide visible Loss Prevention System (LPS) Leadership for his or her work team and to the entire organization through effective implementation of the LPS tools (LPSA, LPO, LI/NLI, Verification & Validation, etc.)
- Oversee new easement acquisition or amendment for base business pipeline operations and maintenance.
- Ensure direct reports and contractors acquire legal permissions, negotiate ingress or egress for company representatives, and authorize claim settlement for property damage as needed.
- Supervise the proper planning and execution of all capital and expense projects.
- Oversee the acquisition of ROW permits, coordination of contract right of way field agents as they assess site conditions for damage, and ensure direct reports maintain positive landowner relationships to protect the company reputation.
- Responsible for administering Wolverine's land management database.
- Supervise the land management database as new information is made available, easement and parcel information agree, and quality check the metadata in the system for accuracy
- Responsible for administering company website and social media.
- Supervise Public Affairs contractor for development of press releases.
- Perform annual reviews and direct continuous improvement of manuals related to Damage Prevention.
- Manage budget for all capital projects and base business for the ROW Department.
- Sign an Authorization For Expenditure ("AFE") for each capital or expense project requiring ROW feedback.

Essential duties and responsibilities (continued): (Not all inclusive)

- Provide effective project management, cost tracking information, and project status updates on a quarterly basis.
- 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 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.
- Serve as Subject Matter Expert for critical capital projects through warranty deed dedication and permanent or temporary easement acquisition. Ensure conditions dictate at the fairest price to the company.
- Reviews reports of county and title company records to determine the true owner, easements, liens, mortgage, or other encumbrances on property in question.
- Orders appraisals, title opinions and special maps when necessary.
- Directs research for local real estate records to determine land value.
- Ensures negotiation with property owners occurs to secure deeds, easements, permits, options, agreements, outright purchase of property or settlement of damage claims
- Approves all ROW permits and payment for same.
- Works closely with Wolverine's General Counsel.
- Regular attendance

Education, Prior Work Experience and Specialized Skills and Knowledge:

- Bachelor's degree in business or related field required
- Ten years or more of relevant experience in 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 and able to advance work goals with minimal supervision
- Strong interpersonal and organizational skills
- Exercise good judgment and general interest decision making
- Strong communication skills including effectively managing conflict
- 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:

- Works in a normal office and/or field environment
- Travel as needed (approximately 25%)
- Occasional climbing stairs, standing, stooping, crouching, and kneeling
- Frequently working indoors in a general office setting
- Frequently reaching for and gripping objects
- Ability to occasionally lift up to 20 lbs
- May walk 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. Preemployment drug testing applies to all selected candidates.