

# Job Title: Land & Right of Way Coordinator

Trans Mountain operates Canada's only pipeline system transporting oil products to the West Coast. We deliver approximately 300,000 barrels of petroleum products each day through 1,150 kilometres of pipeline in Alberta and British Columbia, and 111 kilometres of pipeline in Washington state.

## Our Core Values

Trans Mountain's core values – Safety, Integrity, Respect and Excellence – guide our every step. Each obstacle we've overcome or success we've experienced has been the result of a shared commitment to living these values every day. Together, we're focused on doing the right thing for each other and our communities.

As a Land & Right of Way Coordinator with Trans Mountain, you'll have the opportunity to work with a progressive and fast-paced group of professionals in the Land department. The Land & Right of Way Coordinator performs land and right of way coordination, liaison, and negotiation functions including land referrals reviews, assessment of requests (e.g., road dedications), and liaising with project proponents, landowners, and local government Planning Departments. This position is based in our Burnaby office and will report to Manager, Land & Rights of Way

## Key Responsibilities

- Coordinate the various right-of-way program activities and collaborate with leaders to resolve any associated land entry issues that may result from program activities.
- Coordinate land referral reviews, assess requests (e.g., subdivisions, road dedications, etc.), and liaise with project proponents (landowners, and Planning Departments of local governments) to manage Trans Mountain's requirements while meeting stakeholder demands to the extent possible.
- Prepare presentations, information, and participate in meetings with municipalities and landowners-developers on resolving any issues or conflicts respecting Trans Mountain's land interests.
- Respond to real estate agents, landowners, and other parties on right-of-way related questions, as well as monitor the Trans Mountain landowner email inbox to provide responses to landowners and other external stakeholders.
- Review of terms and conditions of land agreements and coordination of a resolution of any property rights related issues at the request of internal and external stakeholders.
- You will be liaising, coordinating, communicating, and negotiating permit terms and conditions with government agencies.
- Independently prepare standard documents and forms required for various land agreements (acquisition, disposition, lease interests, and licenses).
- Retain surveyors, appraisers and other service providers whose services may be required in the preparation of various land agreements and organize the review of property valuations, survey plans.

## Qualifications and Professional Experience

- Completion of post-secondary education in Land Administration and/or Urban Land Economics diploma
- 2 to 5 years of experience in assisting third party contracts
- Knowledge of land administration/management.
- Knowledge in the energy/pipeline sector.
- Demonstrated ability to communicate and skillfully resolve disputes in a manner that preserves a working relationship with all types of people, in particular landowners having a pipeline right of way on their property
- Must be able to make decisions and work efficiently and quickly often under time pressure using effective time management and taking the initiative to resolve issues.
- Must have competent skills with Microsoft Office applications and the ability to use databases.
- Experience working with a multi-disciplinary team of project professionals.
- Experience with regulatory agencies and knowledge of the CER Act and Regulations is an asset
- Strong communication and ability to work collaboratively with others.
- Ability to analyze and troubleshoot complex problems and make sound decisions.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Ability to attend to detail and work in a time-conscious and time-effective manner.
- Ability to work within tight deadlines and multiple project demands.

## We Build Careers and Pipelines That Last

Our story is about determination, resourcefulness and resilience. It's about charting our own course, finding innovative solutions to challenging problems and doing the right thing. It was true when Trans Mountain became a company in 1951 and it's just as true today. We welcome new members to our team that embrace the qualities in our story, that thrive on the new path and directions we take. Our culture is one of care and taking our responsibilities seriously. If you would like to contribute to our culture, then join our journey.

## **A Rewarding Opportunity**

### **We offer:**

- Valuable experience providing opportunity for professional development and career advancement;
- An opportunity to engage with and learn from some of the most talented and experience people in the business;
- Competitive compensation;
- Comprehensive benefits programs including flexible benefits, pension and savings plans
- A place to share a sense of purpose and build relationships;
- Meaningful work that makes a difference;
- An opportunity within the Canadian energy industry.

### **We value:**

- The health, safety and wellness of everyone working in our company;
- Meaningful participation from Indigenous and local communities;
- The commitment and resilience of our people;
- Collaboration and achieving success together.

In keeping with Trans Mountain's commitment to maximize benefits for communities, priority will be given to qualified candidates from Indigenous, local and regional communities along the Trans Mountain existing, and expansion, pipeline corridor.

In Alberta, the existing pipeline system spans the traditional territories of Treaty 6, 7 and 8, and the Métis Nation of Alberta (Zone 4).

In British Columbia, the system crosses the traditional territories of numerous First Nations that are affiliated with the Secwepemc, Dakelh (Carrier), Nlaka'pamux, Syilx/Okanagan, Interior and Coast Salish, Stó:lo, as well as the Métis.

Trans Mountain also operates through 15 First Nation Reserves located within the region spanning the BC interior through Fraser Valley.

### **Our Commitment to Diversity and Inclusion**

Trans Mountain is committed to supporting diversity and individual differences. The diverse viewpoints and cultural knowledge that our employees bring to work enrich our organization's collective cultural understanding, which is reflected in the work we do every day. Trans Mountain welcomes new team members from traditionally underrepresented groups, including women, Indigenous Peoples, members of visible minorities and persons with disabilities.