



Land Agent / Utility Coordinator

The Edmonton Alberta office is searching for a talented **Land Agent / Utility Coordinator** to support both local and provincial operations. The Edmonton office enjoys a range of projects; supporting land management and acquisition for Highways, Civil Infrastructure projects, Utilities, and the Oil & Gas industry. Wood is an industry leader, with experience working on a variety of complex assignments, which allows our team to have rewarding careers in their areas of choice. The successful candidate will enjoy working on a variety of projects, be self-motivated and thrive in a fast-paced consulting environment.

Key Responsibilities:

Land Acquisition:

- Prepare and acquire land agreements, 3rd party requests, notifications and other documents necessary and/or convenient to the acquisition and/or maintenance of fee simple and surface land rights
- Communicate with key stakeholders throughout the duration of a project such as clients, landowners, regulatory officials, government agencies and project managers
- Provide Land Agent and other general land administration support (research, documentation, filing, etc.)
- Prepare and submit crown land applications to Alberta Environment and Parks
- Respond to land related field inquires
- Prepare and submit caveats, registrations, and transfers of interest and withdrawals to the appropriate provincial land titles office.
- Participate in First Nations Consultation

Utility Coordination:

- Acquire third party utility crossing agreements
- Complete Ground disturbance requirements for land and infrastructure projects
- Coordinate utility relocations
- Supervise and coordinate hydro vac work

Qualifications:

- Diploma in Land Acquisition or related certification
- Minimum of 3 years related experience acquiring fee simple and surface land rights.
- Possession of a Permanent Alberta Land Agent License
- Experience with Alberta Environment and Parks EDS program for crown land applications
- Currently (or eligible to receive) a Commissioner of Oaths in Alberta
- Current SR/WA designation (or eligible to receive) with International Right of Way Association
- Ground Disturbance level 2 an asset
- Ability to read and understand survey plans and drawings
- Excellent field negotiation and problem solving skills
- Must have a vehicle and clear driving record
- Available to travel, evenings and weekends may be necessary

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Why Wood?

Wood is a global leader in the delivery of project, engineering and technical services to energy and industrial markets. We operate in more than 60 countries, employing around 55,000 people, with revenues of around \$10 billion. We provide performance driven solutions throughout the asset life cycle, from concept to decommissioning across a broad range of industrial markets including the upstream, midstream and downstream oil & gas, power & process, environment and infrastructure, clean energy, mining, nuclear and general industrial sectors. We strive to be the best technical services company to work with, work for and invest in.

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