



REAL ESTATE & RIGHT OF WAY SPECIALIST



PORT CORPUS CHRISTI®



REAL ESTATE & RIGHT OF WAY (ROW) SPECIALIST

Port Corpus Christi (PCCA) is currently seeking a dynamic individual to assist with the long term strategic mission of the PCCA. The qualified individual will perform a variety of technical real estate and right of way duties to support the PCCA's Real Estate initiatives including, but not limited to, conducting reviews of leases, easements and franchise agreements and supporting the Director of Real Estate Services (RES) in all facets of real estate management.

REAL ESTATE & ROW SPECIALIST:

- Conducts reviews of leases, easements and franchise agreements ensuring accuracy and content. Ensures documents are properly recorded in the Property Management software
- Assists with the development and negotiation of new tenant leases, easements and franchise terms and conditions
- Supports RES Director in the preparation of internal and external communications regarding real estate agreements to staff, the PCCA Commission and other designated parties
- Supports the RES Director in providing and coordinating with other PCCA departments on pertinent information contained in real estate agreements including insurance, accounting and environmental issues
- Performs file maintenance from origination to final disposition in accordance with the PCCA's document retention procedures and custody of the Property Management software
- Works with RES Director in monitoring tenant compliance with lease, easement and franchise agreement terms and conditions. Sends timely notices of rental adjustments, lease renewals and lease terminations on behalf of the Real Estate Services Director
- Reviews periodic reports to ensure timely renewal of all real estate lease, easement and franchise agreements
- Assists in maintaining real estate database of all agreements to ensure terms and conditions of all leases, easements and franchises requiring follow-up actions are acted upon in a timely manner
- Drafts commission letters and attachments for real estate agenda items requiring review and approval of the PCCA Commission as needed
- Prepares correspondence, reports and documents concerning real estate matters and assists in the maintenance of all permanent real estate files
- Assists with the preparation and periodic updates of the PCCA's Master Plan, charts, maps and graphs
- Attends, works and participates in meetings; drives vehicle as necessary to complete assigned tasks and works required hours to fulfill position objectives
- Keeps RES Director and the Financial Controller apprised of status of PCCA real estate objectives and initiatives
- Adheres to PCCA policy, promotes PCCA environmental precepts, a safe work environment and the SEAPORT values
- Maintains high level of professionalism and integrity, and promotes good employee, lessee and grantee relations



CANDIDATE PROFILE

The preferred candidate for this position should be a detailed oriented individual with a focus on achieving optimal results in support of a fast-paced and energized department. They must possess the following:

ESSENTIAL SKILLS

EDUCATION AND CREDENTIALS

- Bachelor's Degree in Business or Management
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment
- Good driving record with valid driver's license

ESSENTIAL PHYSICAL JOB FUNCTIONS

- Ability to perform essential job functions, including but not limited to, sitting, speaking, hearing, hand & finger movements, standing, walking, reaching, stooping, kneeling, lifting and/or moving up to 20 pounds, with or without reasonable accommodation
- Ability to work in a general office environment, with some exposure to the elements when visiting worksites, or engaging in other in-the-field activities
- Ability to operate light-weight highway vehicles and standard office equipment and to work the requisite hours to fulfill position objectives, including evenings and/or weekends, as needed

EXPERIENCE & JOB KNOWLEDGE

- 3 years of responsible real estate experience in an industrial or commercial setting with ability to read and interpret contractual components of leases, easements and sales agreements.
- Thorough knowledge of real estate, land title and landlord-tenant law, condemnation, appraisal methods and theories
- Knowledge of the social, environmental and economic impact of transportation facilities on communities
- Ability to prepare complete written reports and to interface effectively with diverse groups.
- Flexible and capable of working in a demanding environment with ability to work well within a fast-paced department, tight deadlines, and a multitude of projects and changing priorities.
- Effective negotiation principles and techniques
- Proficiency in MS Office, including Word and Excel, Outlook, and other related applications
- Ability to work independently within a structured environment.
- Customer service oriented with the ability to fit well within an energetic and dedicated team



COMPENSATION & BENEFITS:

Our employees enjoy a fabulous benefits package including:

Competitive salary paid bi-weekly	Tuition reimbursement
Texas County & District Retirement System (TCDRS) retirement system	Passes to local venues, such as the Texas State Aquarium and the USS Lexington Museum
457 deferred compensation plans	Paid leave (vacation/sick/bereavement)
Flexible Spending Account	Eleven paid holidays
Low-cost, high quality benefit package including health, dental & vision plan	Volunteer Time Off, Wellness Program & Health Club benefit

Salary commensurate with experience.

APPLICATION PROCESS

Interested and qualified candidates may apply online at www.portofcc.com or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be submitted to the PCCA Human Resources Department on or before February 15, 2019, 4pm CST.

PCCA leadership will review submittals and the most qualified candidates will be invited for a meeting to further discuss the position. The successful candidate will undergo a background investigation and must be ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514.

PCCA is an Equal Opportunity Employer



ABOUT PORT CORPUS CHRISTI

MISSION

Leverage commerce to drive prosperity

VISION

To be the energy Port of the Americas

WHO WE ARE

- >100 million revenue tons in 2017 (4th in nation)
- >85,000 Port related jobs with 200 + Employees
- >\$335 Million State and Local Tax Revenue
- Over 25,000 acres under management
- Public Corporation and Texas Political Subdivision
- 10-Year \$1 Billion Capital Investment Project

IN THE LAST DECADE

- Significant Diversification of Cargo & Customers
- Operating Revenues of Nearly \$100 Million
- Total Assets in Excess of \$700 Million
- Capital Expenditures in Port Infrastructure exceed \$100 Million annually
- Environmental Investments > \$25 Million

PCCA facilitates goods movement all over the world; from petrochemical to agriculture; from wind components to hot briquette iron.

PCCA is a recognized leader in environmental initiatives and stewardship

PCCA's Engineering Services Department is responsible for execution on over \$700 million in capital projects over the next decade.

PCCA is protected by a state-of-the-art security department, with a fully sworn police force

PCCA operations are guided by an Environmental Management System, ISO 14001, providing environmental awareness and protection of assets.

PCCA is governed by a seven-member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.



Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region features miles of shoreline and abundant outdoor recreational opportunities, numerous festivals, entertainment venues and culinary options. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, the city is packed with modern amenities and traditional comfort.