



JOB DESCRIPTION

TITLE: PROPERTY SERVICES AGENT

DEPARTMENT: Community Development

LEVEL: 14

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: May 2020

JOB SUMMARY

Under the direction of the Director, Community Development, the incumbent provides a broad range of professional and technical services concerning property issues involving the City. The Property Services Agent brings substantial real estate knowledge and negotiation expertise to be applied primarily in matters of full or partial property acquisitions, disposals, and exchanges; permanent and temporary right-of-way acquisitions and disposals; lease and licence acquisitions and disposals and administration of the City's real estate portfolio.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Identifies, coordinates, and negotiates the acquisition of real property interests to facilitate municipal projects and their schedules. Liaises with City departments to develop a method to secure required property interests. Makes recommendations to reduce the financial and/or legal risks as necessary.
2. Negotiates the disposal of surplus City property and ensures that all property negotiations are completed in accordance with City policy.
3. Responsible for the management of the City's portfolio of leased and licenced properties.
4. Interprets and communicates City project requirements to property owners, developers, and/or their agents or solicitors and is the primary City contact to directly affected property owners for City construction projects. Prepares necessary legal contracts or documents and negotiates to obtain property owners signatures as required.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Inspects and monitors leasehold or licenced properties for compliance with terms and conditions of agreements. Reviews new applications for leases or licences and recommends terms, conditions, and rent for same.
6. Provides functional direction, training and guidance to Real Estate Division staff. Plans, schedules and monitors work and performance. Provides orientation to new or temporary staff.
7. Inspects and appraises real property and various property interests using generally accepted appraisal methods for the purposes of budgeting and negotiation.
8. Coordinates the preparation of specifications and/or information packages for tendering, advertising, and posting of City property for sale/lease or exchange. Prepares terms of reference/specifications, including the hiring and direction of professional consultants, such as engineers, legal surveyors, real estate consultants and appraisers.
9. Prepares reports for Council relating to the status or outcome of property negotiations.
10. Maintains and updates the City's Property Management Strategy.
11. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of the principles, practices, and procedures used in negotiations, property acquisition, disposal and property management.

Good knowledge of real estate appraisal principles, practices, techniques, and methods as they relate to the acquisition and disposal of real property, right-of-way and property leases.

Good knowledge of contract law and real estate law with considerable experience drafting and reviewing legal contract documents. Good knowledge of the *Local Government Act, Community Charter, Land Title Act, and Expropriation Act*.

Ability to plan, assign, and monitor the work of staff.

Ability to interpret engineering drawings, specifications, legal survey plans, designs and associated technical information.

Ability to manage a variety of complex files with varying priorities and to manage special projects within project schedule timelines.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to work independently with minimum supervision.

Ability to communicate with tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature for purposes such as influencing, persuading or securing the cooperation of others.

Ability to use conflict resolution skills.

Ability to research and produce reports and correspondence on a variety of property related issues.

Ability to work as part of a team and develop and maintain positive working relationships with team members.

Proficient computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), land management systems (such as Tempest), and online mapping tools (such as HubMap).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

University Degree in Commerce, Urban Land Economics or related discipline.

Minimum 2 years' experience in property negotiations and/or property management.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

Eligibility for membership in the Real Estate Institute of BC, the Appraisal Institute of Canada or the International Right of Way Association.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.