

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION – REAL ESTATE & PROPERTY MANAGEMENT - LOCATION – LISTER BLOCK)

#### PROPERTY COORDINATOR - CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Manager of Real Estate & Property Management. Negotiates the acquisition, disposal and lease of high profile, sensitive and/or complex properties in accordance with the City's Portfolio Management Strategy. Attends Committee and Council Meetings.

#### GENERAL DUTIES

Co-ordinate and negotiate sales, acquisitions or land exchange agreements.

Co-ordinate and negotiate Licence and Lease agreements.

Monitor the Licence/Lease portfolio and negotiate renewals.

Liaise with relevant staff (Planning, Engineering, and associated consultants) to resolve issues.

Request and review property appraisals; where necessary, request revisions or updates.

Co-ordinate and negotiate Rights of Way, Temporary or Permanent Easements, Permissions to Enter, Temporary Use Agreements, extensions to/or renewal of existing contractual covenants.

Advise relevant client department as to progress of negotiations, provide continued follow-up throughout project and relate terms/conditions of agreements.

Provide advice/guidance to City departments on real estate policies and procedures.

Prepare Offers, Options, Tenders, Agreements or Settlements and liaise with Legal Services Division to refine terms/conditions of legal documents.

Prepare detailed reports with recommendations to Departmental Managers, City Clerk, Standing Committees and/or Council.

Prepare detailed reports, correspondence, compile real estate/lease data and statistics.

Attend Council meetings, as required.

Attend public consultation meetings requiring Real Estate Section's attendance/representation.

Receive and respond to inquiries received from general public, lawyers, real estate companies, City departments, Provincial agencies and/or elected officials; facilitate positive relationships and networks.

Participate in real estate policy development and improvement.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Successful completion of a related university degree or community college diploma such as urban and regional planning, economics, law, business administration and/or possess an equivalent combination of considerable related experience and education.
2. Member of, or eligible member in good standing with the Appraisal Institute of Canada (CRA or AACI) and/or the International Right of Way Association (SRWA), or alternatively have completed the majority of the general and core course requirements and working towards designations in one of these fields or a combination of education and related work experience.
3. Progressive experience in the field of public administration with diversified experience in real estate appraisal, property valuation, acquisition and management of real estate as well as experience in dealing with the public.
4. Progressive diversified experience in real estate appraisal and negotiations pursuant to the Expropriations Act, including administration of same.
5. Working knowledge of various Provincial statues including the Expropriation Act, Planning Act and the Municipal Act.
6. Knowledge of legislation affecting real property and municipal development approvals/processes;
7. Demonstrated ability to communicate effectively, both orally and in writing, at a professional level with senior management, consultants, staff from across the organization, including elected officials and the public.
8. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.
9. Must possess a Class "G" Driver's Licence.
10. Provision of a vehicle by the individual for use on the job.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PROCEDURES FOR THIS POSITION AND THE WORKPLACE**

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