

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(ENERGY FLEET & FACILITIES MANAGEMENT) – FACILITIES PLANNING & BUSINESS SOLUTIONS –**  
**LOCATION – 71 MAIN ST. W., CITY HALL)**

**PROPERTY MANAGEMENT OFFICER - CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to the Manager of Facilities Planning & Business Solutions, this position manages a portfolio of license, lease, operating agreements and other facility management contracts including issuing requests for proposals (RFPs), expression of interests (EOIs). Duties include financial administration, business case analysis, budget preparation, negotiations, issue management, data management, monitoring and tracking, code and compliance and account management.

Supports the Manager of Facilities Planning & Business Solutions with other administrative functions including researching, council report writing and special projects as may be assigned to the Section and on as required basis.

**GENERAL DUTIES**

Co-ordinate the Facility Planning & Business Solutions portfolio of licence, lease agreements, user agreements and other financial agreements, collectively referred to as "Agreements" including negotiating, preparing business cases and approval documents.

Coordinate with the Real Estate, Planning and Economic Development and City Solicitor, Legal Commercial/Development/Policy Section on Offers, Options, Agreements or Settlements and liaise with Legal Services Division to refine terms/conditions of legal documents. Make recommendations related to actions required for Agreement related compliance including legal action as necessary.

Track and monitor life-cycle of Agreements including execution, renewals, critical notices and deliverables. Ensure copies of all Agreements are electronically filed and tracked. Maintain detailed tracking of various types of Agreements, projects, deliverables and associated activities related to Agreements.

Identify and co-ordinate with Real Estate for extensions to/or renewals of existing contractual covenants for Rights of Way, Temporary or Permanent Easements, Permissions to Enter, and Temporary Use Agreements.

Maintain, monitor, track and report on budgets, portfolio performance other financial obligations related to Agreements.

Administer and track financial process/transaction to ensure invoicing and payments are consistent with Agreement terms and conditions.

Provide information, advice and guidance to Division on real estate, licensing and leasing policies and procedures.

Perform Agreement Audits to ensure compliance and optimization. Prepare various tracking and analytical reports.

Assist Corporate Services Department on collections by issuing notices of terminations and other legal notices.

Draft and prepare Council / Senior Leadership and other reports including producing content, business cases and recommendations.

Liaise with client departments, team members and stakeholders, as well as, relevant Energy, Fleet & Facility Management other corporate staff to resolve Agreement related issues.

Draft and issue Request for Proposal (RFP) and Expression of Interest documents (EOI) and administer process including analysing and making recommendations on the submission outcomes.

Represent Facilities Planning & Business Solutions at meetings that require Agreement related representation.

Performs various administrative functions, in support of the Facilities Planning & Business Solutions Section, including preparing Power Point Presentations, expense reports, minutes and other section reports as assigned by the Manager.

Perform other duties as assigned which can be varied and not directly related to the position but more broadly related to Facilities Management special project and other functions.

**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. Considerable experience related to all aspects of lease administration and or the real estate field including experience with standard real estate industry leasing terms, conditions and terminology including BOMA space measurement standards.
3. Excellent analytical skills with competencies in real estate related business cases and performance reporting.
4. Knowledge of legislation affecting real property administration and municipal development approvals/processes as well as Provincial statues including Expropriation Act, Planning Act and the Municipal Act.
5. Self-motivated with ability to work independently and meet deadlines.
6. Excellent Microsoft Office skills including advanced Excel and advanced Power Point presentations.
7. Progressive experience in the field of public administration with diversified experience in management of real estate related and facility management agreements as well as experience in dealing with the public.
8. Excellent relationship building skills including ability to deal effectively and diplomatically with general public and staff. 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.
9. References are required from Immediate Supervisor or/Current Employer.
10. Must possess a Class "G" Driver's Licence.

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

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

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