



Help us get there.



**We're building change in Brampton.**

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our [Term of Council Priorities](#) moving us forward towards [The Brampton 2040 Vision](#).

## SENIOR COORDINATOR, REAL ESTATE (18-MONTH CONTRACT)

**POSTING NUMBER: 103805**

**HIRING SALARY RANGE: \$90,604.00 - \$101,930.00 PER ANNUM**

**MAXIMUM OF SALARY RANGE: \$113,255.00 PER ANNUM**

### AREA OF RESPONSIBILITY:

Reporting to the Sr. Manager, Realty Services, this position is one of a team of real estate project managers and administrators effecting the transactions of various real estate interests required either by the City in connection with capital and non-capital projects, or by external parties to facilitate real estate activities, for the mutual benefit of the City and its citizens.

The preferred candidate would have demonstrated experience in one or more of the following service areas:

- Acquisitions & Dispositions
- Portfolio Management & Leasing
- Property Valuations

**Negotiate and document** complex and non-routine real estate transactions (property acquisitions and expropriations, disposals, leases, licenses, easements, encroachments, other occupancy agreements and other limited interest agreements) with appropriate consideration given to long-term and immediate real estate needs of the Corporation. Negotiate directly with property owners to facilitate delivery of property rights. Coordinate contracts with outside consultants, including real estate companies, negotiators and appraisers. Prepare and present information or recommendation reports to Council.

**Provide property valuation and general real estate expertise.** Undertake complex property valuations and prepare valuation reports in connection with real estate transactions and in connection with the calculation of cash payments in lieu of parkland dedications (CIL) pursuant to the Planning Act (or applicable process as per

legislative requirements). Provide market analysis advice with respect to purchase, sale and leasing opportunities. Supervise support staff in valuations and report writing. Review external, professional appraisal reports obtained in connection with real estate transactions, medium and long range planning purposes, or CIL valuations. Represent the City at the Local Planning Appeal Tribunal (LPAT) and other arbitration panels, as required. Attend Committee and Council meetings, community advisory group meetings, public information centres and meetings with utility/service providers and other levels of government, where appropriate. Respond to inquiries from Council, staff and the general public concerning the potential disposal, acquisition and use of City-owned real estate. Assist with development of real estate policies and procedures to ensure effective management of real estate matters. Prepare GIS based sketches and plans. Interpret plans and drawings, such as reference/expropriation plans and engineering drawings.

**Supervise and Direct others.** Supervise the work of Real Estate Coordinator(s) and administrative support staff (whether as a direct reporting relationship or as an advisory role as part of the Realty Services team), as it relates to the functions of this position. Supervise support staff in the monitoring and enforcing of landlord/tenant obligations pursuant to leases and other occupancy agreements. Direct and coordinate contracts with outside consultants, real estate companies and appraisers. Liaise with and assist outside appraisers retained by the City.

**Delivery of Real Estate Projects.** Manage the delivery of the real estate component for large scale projects, including budgeting, report updates to stakeholders, tracking progress within applicable databases, and delivery of results with respect to project schedule and budget.

**Liaise with stakeholders.** Participate as a member of the Real Estate Coordinating Team and special project teams to ensure the proper coordination, implementation and prioritization of real estate matters. Collaborate with internal stakeholders, the Region of Peel, utility companies, and other public agencies and authorities on real estate matters to lead a project to completion. Ability to maintain membership in good standing in the Appraisal Institute of Canada, and/or Real Estate Institute of Canada, and/or International Right-of-Way Association.

#### **SELECTION CRITERIA:**

- Post-secondary education in Real Estate, Property Law, Urban Land Economics, or Public Administration; undergraduate degree or higher preferred
- Additional formal training or accreditation with the Appraisal Institute of Canada (AACI designation) or demonstrated appraisal valuation experience, and/or with the Real Estate Institute of Canada (CLO designation) is an asset
- Right of Way education (International Right of Way Association or equivalent) is an asset
- Minimum 5 years progressive experience delivering real estate projects, including negotiations (acquisitions including capital land acquisitions with deference to relevant Acts and Regulations such as the Expropriations Act, dispositions, commercial leasing), portfolio management, property appraisals, with a municipal or other government real estate office
- Demonstrated leadership skills and coordination skills with staff and contracted professionals
- Knowledge and application of project management methodology, with good administration and budgeting skills
- Exceptional communication skills within a team environment, internal department and external stakeholders, political representatives, consultants, contractors, and superior report writing skills
- Proficiency on MS Office suite software
- Able to obtain and maintain membership in Appraisal Institute of Canada, and/or Real Estate Institute of Canada, and/or International Right-of-Way Association.
- Valid Ontario Driver's Licence (Class G)

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Job status:** Contract

**Job Type:** Management and Administration

**Applications must be received by: August 16, 2020**

**Alternate formats will be provided upon request.**

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #103805 by August 16, 2020** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.*