



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](#).

REAL ESTATE COORDINATOR (12-MONTH CONTRACT)

POSTING NUMBER: 103968

STARTING SALARY: \$77,201.00 PER ANNUM

AREA OF RESPONSIBILITY:

Reporting to the Senior Coordinator, Real Estate, this role acts as one of a team of real estate administrators, primarily responsible for leading or assisting with due diligence, negotiations, valuations and document preparation in connection with the transaction of real estate interests. Responsible for preparing and operating in accordance with policies and procedures that guide the activities of the Realty Services section; completing appraisal reports for medium and long range purposes, including determination of cash payments in lieu of parkland dedication and in connection with real estate transactions;

- Research, draft, update and operate in accordance with policies and procedures that guide the activities of the Realty Services Section, such as the Real Estate Policy, and Standard Operating Procedures in connection with: Encroachments, Cash-in-lieu Calculations, Acquisition/Expropriation, Surplus Declaration and Disposals, and more.
- Answer inquiries from Council, other staff and the general public concerning the transactions of City-owned real estate and commence the transaction process, where appropriate.
- Lead negotiations, documentation and implementation of routine, non-controversial real estate transactions (land acquisitions, disposals, leases, licenses, easements, encroachments and other limited interest agreements) with appropriate consideration given to long-term and immediate real estate needs of the

Corporation. Provide support to Senior Real Estate Coordinators or Sr. Manager, Realty Services, in connection with non-routine, potentially controversial, complex transactions.

- Develop and maintain an automated real estate inventory of City properties in co-ordination with existing property databases in other departments.
- Maintain lease data utilizing Integrated Workplace Management System for the purpose of monitoring and enforcing Lessor/Lessee obligations in limited interest agreements, and reporting.
- Direct and co-ordinate contracts with outside consultants, real estate companies and appraisers.
- Supervise the work of administrative support staff, as it relates to the functions of the Real Estate Co-ordinator.
- Prepare and continuously update citywide land values data using a variety of sources.
- Prepare in-house appraisal reports for medium and long range purposes, in connection with calculation of cash payments in lieu of parkland dedication and real estate transactions.
- Prepare valuation reports for the collection of cash in lieu of parkland dedication.
- Prepare reports to Council and attend Council and Committee meetings, as required.
- Prepare GIS based sketches and plans, as required.
- Participate as a member of the Real Estate Coordination Team and special project teams to ensure the proper co-ordination and prioritization of real estate matters.
- Liaise with staff of other City departments, Hydro One Brampton, the Region of Peel and other public agencies and authorities on real estate matters.
- Liaise with and assist outside appraisers retained by the City for specific projects.
- Maintain membership in Appraisal Institute of Canada, Ontario Association of Municipal Real Estate Administrators or Ontario Expropriation Association.

SELECTION CRITERIA:

This job has transitioned from non-union. Upon evaluation through the new job evaluation modernization initiative, minimum qualifications will be updated to be representative of the new CUPE criteria.

- Completion of post-secondary/university degree with emphasis on: business administration, real estate, property law, economics, finance or public administration
- Minimum 3 years of real estate experience, with at least 1 year of direct, demonstrated experience in one of the following Realty service areas:
 - Acquisitions & Dispositions
 - Portfolio Management & Leasing
 - Property Valuations
- Eligible for membership and able to maintain in good standing membership with: the Appraisal Institute of Canada (CRA/AACI/Candidate designation), Ontario Association of Real Estate Administrators, International Right of Way Association, Real Estate Institute of Canada (CLO designation), or Ontario Expropriation Association.
- Municipal/public sector experience and asset

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

Job status: Contract

Job Type: Union

Applications must be received by: February 14, 2021

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 quoting **reference #103968 by February 14, 2021** 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 require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874-2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.