

Job Description

Senior Property Officer (Contract up to 12 months) - (PRO00AH)

Employee Status Regular

Office Name 10 Bay Street

\$82,810- \$111,447 per annum

Metrolinx is connecting communities across the Greater Golden Horseshoe region. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto's subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario.

Our Property Acquisitions Team within the Pre-Construction Services Division of the Capital Projects Group (CPG) is looking for a Senior Property Officer to ensure that property and various other property rights, necessary for the Regional Express Rail (RER) GO Expansion capital project(s), are acquired by Metrolinx in accordance with Ministry and Corporate guidelines.

Key Responsibilities:

- Support project delivery teams in the identification of property throughout the design process;
- Coordinate with environmental and project delivery teams to secure early access for due diligence and pre-acquisition requirements, oversee internal staff and external negotiators to secure necessary agreements;
- Support the delivery of preliminary opinions and/or estimates of value of various property interests, as requested, on a case by case or project basis;
- Insure accurate incorporation of estimates of value into estimates of preliminary project cost estimates and various other organization reporting and tracking systems;
- Supervise and/or arrange for property appraisals and environmental reports to be conducted by contracted external consultants;
- Support additional due diligence and pre-acquisition work required to be completed by consultants, including surveys and draft reference plans and draft expropriation plans;
- Participate and coordinate with the acquisition of property and or property rights and negotiation(s), all in accordance with Ministry and Metrolinx corporate guidelines including the preparation of justification reports and recommendations for approval by Sr. Management, Executive Committee and/or the Board, as applicable;
- Support negotiations and acquisitions via internal staff, external staff via Vendors of Record, internal Legal Services or external legal counsel and/or Property Acquisition Units;
- Review property-related documents, legal agreements and or reports issued by consultants;
- Negotiates and or provides oversight on contracts and/or fees with consultants, project cost sharing agreements with public or private organizations, approvals with other authorities having jurisdiction;
- Coordinate acquisition of land or interests in land by expropriation in accordance with corporate policy, in support of Legal Services and the Expropriations Act, including interface with the Ministry of Transportation, as may be required;

- Provides expertise on risk mitigation strategies to ensure compliance with Metrolinx policies and procedures, design and schedule requirements and to manage Metrolinx liability throughout the lifecycle of projects as they pertain to property acquisitions for and GO Expansion;
- Coordinate with the internal Corporate Real Estate team on property management and maintenance requirements for newly acquired project related property;
- Support the digital record keeping processes, stage and status reporting throughout the acquisitions process including input to the monthly reports prepared for the Senior Management Team;

Location: 10 Bay Street, Toronto

File Number: PRE00AH

Qualifications

- Completion of a university degree in Business Administration, Urban Land Economics or related field or a combination of education, training and experience deemed equivalent;
- Completion of a recognized Real Estate, Planning and/or Project Management designation would be an asset;
- Minimum six (6) years progressive experience in leasing, property management, negotiations, appraisal and assessment, acquisitions and dispositions ideally for an owner/public sector agency within a multi-billion dollar (i.e >\$1B) infrastructure/transit project environment;
- Strong knowledge of real estate practices and principles, land titles; commercial leasing, property appraisals, negotiations, acquisitions and dispositions.
- Extensive experience with building systems, construction practices, and service contracts related to operations and management of all types of facilities will be an asset;
- Highly skilled in exercising tact, initiative, and resourcefulness to draft, negotiate, or amend agreements and contracts;
- Experience with various procurement methods, both traditional and non-traditional (*especially AFP – Alternate Financing Procurement*) would be preferred;
- Exceptional analytical, problem solving, negotiation, oral/written/presentation skills to negotiate fees, contractual terms and agreements, obtain approvals and handle contractual claims;
- A valid Ontario Driver's License (Class G) is required;

To apply for this position, please submit your resume online, no later than **July 22, 2020**.

Please note that applicants must be legally entitled to work in Canada. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Please be advised, Metrolinx 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. Please be advised that a Criminal Record Search may be required of the

successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER

Closing Date (Period for Applying) - External 22-Jul-2020