

Job Information

Job title	Land Agent	Job Code: LNDAGT	Pay Grade: S
Title of immediate supervisor	Director of Legislative and Protective Services		
Department/Division	Legislative and Protective Services		
Prepared by	Brent Reems		
Date Created	December 3, 2018	Revised date	

Job Purpose

Investigates, values and negotiates real property for municipal acquisition, expropriation, sale, exchange, lease, rent or other purpose. Conducts land sales; coordinates land acquisition projects; negotiates easements and rights-of-way; analyzes a variety of land reports including appraisals, surveys, property condition assessments and feasibility studies; prepares internal property valuations; prepares reports and recommendations for senior officers; liaises with internal and external contacts. Manages a variety of municipally-owned rental properties and coordinates the management of the Mt. Douglas and Mt. Tolmie communication facilities. Negotiates lease and licence agreements. Supervises and provides direction and technical assistance to the Lands Section Administrative Assistant

Duties and Responsibilities

- Conducts field investigations, analyzes and values real property for the purpose of acquisition, expropriation, sale, exchange, lease, rent or other purpose.
- Negotiates with property owners and/or their representatives for the acquisition of real property including easements and right-of-ways; coordinates land acquisition projects; negotiates lease and licence agreements.
- Conducts sales of municipal land by public tender or through an agent; recommends minimum bid prices; oversees the preparation of bid packages, land sale advertisements, statements and other materials required for the conclusion of sales; accepts bids, coordinates bid opening procedures and recommends acceptance or rejection of bids received.
- Writes legal descriptions and prepares or coordinates the preparation of easement, rights-of-way, rental, lease and licence documents for use by the municipality; prepare reports and recommendations for senior staff.
- Coordinates the preparation of and analyzes a variety of property reports, including appraisals, surveys, land titles, property condition assessments, improvement removals and feasibility studies; reviews rental values, market conditions and options for the rental, lease and sale of municipal property or for the acquisition of property required by the municipality.
- Values, calculates and negotiates with the developer the park requirement calculation and the cash contribution in lieu of park dedication as required under the Local Government Act.
- Acts as Property Manager for municipally-owned residential rental properties and other sundry rental properties; establishes rental and lease rates and negotiates rental and lease terms and conditions; selects tenants and lessees; oversees the collection of property rents; oversees the inspection, repair, maintenance or demolition of residential and sundry rental properties; deals with problems, complaints and enquiries received from the tenants, the public and others.
- Coordinates the management of the Mt. Douglas and Mt. Tolmie communication facilities for municipal, government and commercial users; retains expert advisors in the field of telecommunications engineering; negotiates licence agreements with facility users; establishes licence rates and oversees the collection of licence fees; arranges for the inspection, repair, and maintenance of the facilities; deals with problems, complaints and enquiries received from the licensees, the public and others.

- Liaises with a variety of internal and external contacts related to the work undertaken; provides information and assistance to internal departments, the public and a variety of external customers concerning property appraisal, acquisition, disposition, negotiations, rentals, leases, and other related matters.
- Coordinates preparation of the annual budget for the Lands Division.
- Sets terms of reference, engages, and directs or coordinates the work of consultants.
- Provides supervision, direction and technical assistance to the Lands Section Administrative Assistant.
- Acts as a Commissioner for Taking Affidavits for British Columbia.
- Performs other related duties as required.

Qualifications

- University degree in a related field.
- In-depth knowledge of and experience applying real property appraisal methodology; certification as an accredited appraiser or completion of a program of studies in appraisal methods will be considered an asset.
- Six years of real estate related experience including three years of general property management experience, preferably including experience managing property in the field of telecommunications.
- Must meet qualifications to be accepted as a “Commissioner for Taking Affidavits in British Columbia”.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver’s Licence.
- A personal vehicle, available for work related use, as and when required.

Physical Requirements

Physically able to undertake field inspections of land and buildings.

Working Conditions

Works in an office environment and out in the field.