



Senior Property Officer (PRO0017)

Employee Status:	Regular
Bargaining Unit:	Non-Union
Pay Range:	\$83,638 - \$114,790
Location:	20 Bay St., Toronto
Closing Date:	19-Dec-2021

Metrolinx is connecting communities across the Greater Golden Horseshoe. 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.

We embody our values in everything that we do. We Serve with Passion, Think Forward, and Play as a Team. If you can relate, we want to hear from you!

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

What will I be doing?

- 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.
- Ensure 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.

What skills & qualifications do I need?

- Completion of a university degree in Land Use Planning, Urban Land Economics, Business Administration, 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 property management, negotiations, appraisal and assessment, acquisitions and dispositions, and land development ideally with experience within the public sector within an infrastructure/transit project environment.
- Experience with or strong knowledge of the Expropriations Act
- Strong knowledge of property or real estate practices and principles, land titles, commercial leasing, property appraisals, negotiations, acquisitions and dispositions or land development.
- 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* P3) 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.

Accommodation:

Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Application Process:

All applicants must be legally entitled to work in Canada. Metrolinx will be using email to communicate with you for all job competitions. It is your responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence, we recommend that you check your email regularly. If no response is received, we will assume you are no longer interested in pursuing the opportunity. Please be advised that a Criminal Record Check 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.

Metrolinx employees are required to be fully vaccinated against COVID-19 in accordance with Metrolinx's Mandatory COVID-19 Vaccination Policy as a condition of being eligible for the recruitment process. Proof of COVID-19 vaccination will be required. If you are not able to obtain COVID-19 vaccination for a reason related to a protected ground of discrimination under applicable human rights legislation, you can request accommodation from Metrolinx.

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

AN EQUAL OPPORTUNITY EMPLOYER