

SENIOR PROPERTY OFFICER, PROPERTY ACQUISITIONS

Metrolinx is an agency of the Government of Ontario and its goal is to create a transportation network that enhances the prosperity, sustainability and quality of life for the Greater Toronto and Hamilton Area. It leads the planning in the region with its Regional Transportation Plan that guides the work and investments of the organization. It builds light transit, bus rapid transit and Regional Express Rail and operates GO Transit, UP Express and PRESTO

Our Property Acquisitions Team within the Capital Projects Group (CPG) is looking for multiple Senior Property Officer(s) who will lead negotiations of various property acquisition(s) for capital projects including the successful delivery of plans, valuations, agreements and other activities necessary to contract completion along with providing exceptional Acquisition skills in support of Metrolinx's objectives. This role will involve coordination of critical on-time property acquisitions in support of large, complex, multi-billion dollar Rapid Transit (RT) and GO Expansion projects.

Key Responsibilities:

- Provides expertise regarding plans and designs, including direction to consultants regarding specification and tender documents for Rapid Transit (RT) and GO Expansion projects;
- Prepares and reviews complex documents for all Rapid Transit (RT) and GO Expansion projects;
- Manages and maintains a database to track progress and project delivery of property in accordance with project schedule and budget;
- Provides input to monthly reports prepared for Senior Management Team;
- Assists with identification of temporary and permanent property requirements and supports negotiations and/or expropriations of necessary properties in accordance with project budgets and schedules for Rapid Transit (RT) and GO Expansion projects;
- Negotiates real estate contracts from inception to contract completion (e.g. leases, licenses, agreements of purchase and sale, encroachments, crossing agreements, permissions to enter, and tenders);
- Liaises with internal and external stakeholders (e.g. government agencies, CN, CP, Infrastructure Ontario, realtors, surveyors, appraisers, lawyers, municipalities, regions, property managers and property owners) regarding properties and provides expertise regarding leasing, policies, plans, designs and property management;
- Provides expertise on risk mitigation strategies to ensure compliance with Metrolinx policies and procedures, design and schedule requirements and to manage Metrolinx's liability throughout the lifecycle of projects as they pertain to property acquisitions for RT and GO Expansion ;
- Liaises with Legal Department to draft real property agreements;
- Negotiates fees with consultants, project cost sharing agreements with public or private organizations, approvals with other authorities having jurisdiction, and contractual claims with contractors involving significant financial compensations for RT and GO Expansion projects.

Location: 10 Bay Street, Toronto

File Number: PRO0080

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 (>\$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;
- 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 through the [Current Opportunities](#) page (http://www.metrolinx.com/en/aboutus/careers/current_opportunities.aspx) on our website, no later than **September 23, 2019**.

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) and 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

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