



THE REGIONAL MUNICIPALITY OF DURHAM

Works Department

Real Estate Specialist **(Regular Full-Time)**

Job ID: 22230
Job Number: 627
CUPE Local 1764

Open: Jul 15, 2025 Close: Aug 05, 2025

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to employment equity and is actively implementing measures to build and sustain an inclusive, barrier-free workplace that is reflective of the diverse residents it serves. We welcome applications from Indigenous Peoples, people from racialized communities, women, persons who live with disabilities, people from 2SLGBTQI+ communities and people with diverse identities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants who live with disabilities.

Location

This position is located at the Region of Durham Headquarters in Whitby, Ontario.

Real Estate Specialist

The Real Estate Specialist is responsible for acquiring property needs within project timelines to ensure tenders and projects can move forward. They undertake the required value analysis, research, and review to properly identify not only the value of the land, but any additional damages that may be applicable due to the acquisition under the Expropriations Act.

Reporting to the Real Estate Supervisor, the incumbent will:

- Conduct land value appraisals for the purpose of land acquisition and disposal
- Negotiate land acquisitions (full takings, partial takings, easements) and recommend negotiated agreements to senior management
- Provide advice and guidance to project design staff, project engineers and senior management regarding property issues
- Recommend whether to commence expropriation proceedings or enter into s.30 agreements as alternative methods to amicable agreements
- Undertake site selection reviews as requested and recommend appropriate sites/land assemblies
- Recommend strategic property acquisitions based on infrastructure extensions and special projects
- Manage the disposal process for all Regionally owned lands and buildings
- Prepare committee reports to seek approval for negotiated agreements, commencing expropriations, disposals or to update Council on strategic land issues
- Prepare and administer contracts and agreements for service providers and experts for external support in real estate matters
- Work in accordance with the provisions of applicable health and safety legislation and all corporate/departmental policies and procedures related to occupational health and safety

The successful applicant will possess:

- A three-year university undergraduate degree and accreditation with the Appraisal Institute of Canada as an AACI or a CRA
- At least two years of work-related experience
- Familiarity with program services, service delivery methods and requirements when recommending sites for new facilities



- Significant understanding of road design concepts, linear infrastructure construction requirements and the ability to read, understand, interpret, and convey information from technical drawings to residents and property owners
- Significant understanding of mapping, surveying, GIS information and legal documents
- Proficiency in Microsoft Office, Excel, Word, and Outlook.
- Proficiency in Real Estate specific programs such as MLS, Co-Star, GeoWarehouse, MPAC, RealTrack, Regional Mapping software (Parcel Viewer, Works Data Viewer)
- Ability to read and understand Registered Plans and surveys as well as land titles, deeds, and other legal documents
- Strong written, presentation and verbal communication skills with both internal and external stakeholders as well as work independently, making risk-based decisions with minimal supervision
- Ability to effectively and successfully negotiate as well as influence
- A valid Ontario Class G Driver's Licence and the use of a reliable vehicle

CUPE 1764 Salary Grade 9

This position is with Salary Grade 9 and will be paid at the following hourly rates:

- Start: \$53.87 - Six Month: \$56.87 - Job: \$59.86

Conditions of Employment

Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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