



Job title: **Property Management Agent**  
Job ID: 20240971  
Location: Greater Vancouver  
Full/Part Time: Full-time  
Regular/Temporary: Regular

### **Marketing Statement**

A career at TransLink and our family of companies means working with people with a wide range of skills and perspectives, all teaming up towards a common goal: preserving and enhancing the region's world-envied quality of life. Together, we connect the region and enhance its livability by providing a sustainable transit and transportation network, embraced by our communities and people.

At TransLink we are dedicated to building a workforce that reflects the diversity of the communities in which we live. We're committed to fostering an inclusive, equitable and accessible workplace, recognizing the unique value and skills every individual brings.

Looking for a great place to work where your contributions are valued and you can make a difference in a vibrant city? At TransLink, one of BC's Top Employers, you'll help make Metro Vancouver a better place to live, built on transportation excellence. Put your future in motion!

### **Responsibilities**

#### **PRIMARY PURPOSE**

Provides senior specialist support to Real Estate Operations by managing an assigned real estate portfolio, including negotiating, enforcing and administering contractual agreements, and related property and facilities management activities.

#### **KEY ACCOUNTABILITIES**

Manages an assigned real estate rights portfolio representing Translink's interests as grantor or grantee, including managing contractual relationships; conducting site inspections; monitoring rights of way and resolving issues or disputes with owners/tenants and identifying and mitigating risks regarding portfolio. Negotiates and prepares leases/licenses/statutory rights of way (SRW's) with individuals, companies, other government agencies and lawyers regarding properties owned and/or controlled legally by TransLink.



Collects and processes rental income and institutes collection procedures where necessary.

Participates in the development of policies and procedures for management of assigned portfolio and works to resolve issues of non-compliance with counterparties, escalating issues as required.

Develops and maintains comprehensive records of all Translink property interests (owned, leased, licensed, rights of way) and of corporation owned properties that are leased to others, including capital asset ledgers and lease sub ledgers.

Provides specialized property management advice to contractors, professional consultants, management and real estate and legal staff. Develops relationships with peers in other agencies and organizations to share information and best practices, utilizing information to recommend and implement improvements in internal policies and procedures.

Conducts research and analysis regarding uses of land and rights related to various projects and proposals; researches property records; investigates property rights with respect to claims; prepares reports, supporting data and recommendations regarding disputes, claims, obligations etc. arising from TransLink contracts, leases and agreements, which are used by management, executive and the TL Board; follows up to implement approved recommendations.

Prepares comprehensive annual budgets and longer term forecasts for property taxes on all properties, and all leased, licensed non-owned properties.

Appeals property taxes as appropriate.

Obtains title searches from Land Title Office to ascertain property ownership, encumbrances, registered values, easements, etc. Makes enquiries relating to Crown-owned land with various ministries. Obtains information from city and municipal offices concerning zoning and anticipated changes in land use.

Participates in facilities management as assigned, including administration of facilities plan, and arranging with suppliers to maintain, repair and/or upgrade building and land. Resolves issues with suppliers and facilities and maintenance plans.



## **Qualifications**

### **EDUCATION AND EXPERIENCE**

The competencies for this position are typically acquired through a Bachelor's Degree in Business Administration or Urban Land, plus 5 years previous experience in dealing in land/property rights and statutory rights of way; and exposure to municipal and provincial procedures, protocols and documentation; or an equivalent combination of education and experience.

### **OTHER REQUIREMENTS**

Advanced working knowledge of the principles, practices and procedures and processes in used in real estate and property management.

Solid knowledge of leasing, right of way management, property and task management, land economics, right of way and interest valuation, real estate valuation, land title and rights registry, legal survey fundamentals, legislative frameworks, statutes and acts (including Expropriation Act).

Industry-related certification is preferred (e.g. IRWA, AACI, or REIBC).

Solid written and oral communications skills.

Solid presentation skills.

Solid teamwork and interpersonal skills, including negotiations and conflict resolution skills.

Solid analytical and problem solving skills.

Solid business acumen.



## **Other Information**

The main duties of this position include researching property rights by examining physical and electronic property records, review of real estate documents (such as statutory rights of way, municipal agreements, leases, licenses, plans), and analyzing property uses and rights related to various projects, proposals, and other property matters. With research findings, produce detailed reports that clearly present the results of property rights research.

Travel to meet with property owners/representatives, stakeholders and other agencies is required, as and when needed.

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

## **Work Schedule**

37.5 hours per week.

## **Work Designation**

Hybrid

This position offers the flexibility of working both on-site and remotely within B.C.

## **Rate of Pay**

Salary \$82,400 - \$123,600 per annum (Actual salary offered will be commensurate with education, experience and internal parity).

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

## **How to Apply**

Please visit our [Career Page](#) to apply for this position.

**INSTRUCTIONS:** Please save your (1) cover letter, and your (2) resume as one PDF document prior to uploading your application on-line.



Closing Date: **Open until filled**

Please note that only those short listed will be contacted.

Having trouble applying? Please view the [System Requirements & FAQ's page](#).

If you have questions, please connect with us at [jobs@translink.ca](mailto:jobs@translink.ca).

### **Equal Employment Opportunity**

TransLink is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to [equity, diversity and inclusion](#).

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at [jobs@translink.ca](mailto:jobs@translink.ca).