



Position Title: Property Research Assistant

Position Status: Full-Time Regular

Department: Procurement & Real Estate Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T18 \$2,410.63 - \$2,837.65 bi-weekly

Our Procurement & Real Estate Services Department is seeking a Property Research Assistant who will work closely with Legal Counsel and the Real Estate Management team to support the acquisition, disposition and management of Metro Vancouver's real estate assets.

You are: A detail-oriented, motivated team player with a keen interest in the real estate industry and how it intersects Metro Vancouver's objectives to service the regional district. You enjoy researching and possess sound written communication skills for drafting reports and memorandums.

This role:

- Processes documents related to land sales and acquisitions to ensure timeliness of registrations; coordinates and monitors a diarized payment system to ensure payments and renewals of right-of-ways, permits and licenses as required; searches for liens and reports on same prior to dates for final progress payments
- Establishes records and produces reports for a variety of internal and external contacts of Metro Vancouver Districts' legal interest in properties; researches and examines a variety of data banks, legal agreements, documents, files, maps and working drawings to identify the existence of documented rights of way, mineral rights, property holdings and legal uses of properties; tracks changes of ownership, property subdivisions and consolidations, conducts title searches and obtains copies of pertinent agreements; identifies and registers corrections to titles as required; identifies those properties requiring acquisition of legal interest, and recommends order of priority, refers same to a superior.
- Conducts field inspections of properties to ensure that the Metro Vancouver Districts' registered interest matches the existing uses, that no serious encroachments exist, that the legal maps, as built plans, and rights of way documents reflect field conditions, and that all Metro Vancouver Districts' improvements are identified and specific improvements are inventoried; refers identified conflicts and problems to a superior.

- Provides instruction on the use of various data banks as required; updates files, filing systems and the database; maintains access to various databases employed by the Property Division; assists in the creation of program enhancements to the Property Information database.
- Provides information and assistance to a variety of internal and external contacts; reviews referrals and notifications from staff, other levels of government and the public and refers documentation to other departments for review; prepares standard documents for property transactions; composes, types and tracks correspondence; participates in review and improvement of office methods and procedures to increase efficiency and accommodate department requirements and work schedules; assigns and checks the work of staff engaged in clerical and office support tasks.
- Performs related work as required.

To be successful, you have:

- Completion of Grade 12 supplemented by courses in real estate or land survey plus some related experience; OR an equivalent combination of training and experience.
- Considerable knowledge of the rules, regulations, procedures and policies related to the work performed.
- Sound knowledge of legal terminology related to title searches, land acquisitions, property rights, rights of way and easements.
- Working knowledge of construction types and materials as related to the work performed.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to process documents related to land transactions and produce information reports.
- Ability to research and examine a variety of agreements, documents, and files to identify the existence of documented legal interest and to track changes in ownership, property subdivisions and consolidations.
- Ability to correlate as-built drawings, legal mapping, right-of-way plan and municipal mapping.
- Ability to conduct field inspections of properties and collect data to identify uses, encroachments, and improvements, and enter related information into an inventory system.
- Ability to compile, maintain, and control a variety of records, reports, and files, to compose non routine correspondence and to type a variety of material.
- Skill in the use of common office equipment including computer hardware and software applications.
- Driver's Licence for the Province of B.C.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a

livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by June 7, 2024.