

Join us to shape the future of St. Catharines!

About the City:

In the city of St. Catharines, we are committed to realizing the vision outlined in **The City of St. Catharines - Strategic Plan 2023 to 2027**. Our goal is to cultivate a city that thrives on safety, innovation, sustainability, and caring, not just for today, but for generations to come. Join our team and be part of a meaningful journey to shape the future of our community, leaving a lasting impact that extends far beyond the present.

About the Role:

To be responsible for the leases, licenses, acquisition, inventory control and disposition of land and buildings for the City Corporation and for the maintenance of the Corporation's surplus lands.

What You Will be Doing:

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Negotiate the purchase or lease of lands and buildings and the purchase of easements required for the Corporation's operational or administrative purposes.
- Negotiate the sale or lease of lands and buildings and the sale of easements surplus to the Corporation's requirements.
- Prepare the necessary recommendations for City Council on the purchase, lease, licence, easements, or sale of properties.
- Co-ordinate the necessary support activities, such as survey, appraisal, legal services and Property Co-ordinating Committee.
- Determine the value of parkland dedication from developments.
- Develop and maintain an inventory of Corporation-owned land and buildings.
- Deal with inquiries and complaints about municipal land holdings.
- Prepare proposal calls, review proposals and make recommendations for market and/or various leases, licences and property disposition.
- Provide advice on property acquisition, disposition and management to other Departments.
- Review utility bills for municipal land holdings.

About You:

Qualifications:

- Must possess a University Degree in Business Administration, or equivalent.
- Qualified to prepare real estate appraisals and hold recognized real estate appraisal designation; Accredited Appraiser, Canadian Institute (AACI)
- Several years experience in real estate management, including commercial and/or industrial properties.

Skills:

- A good knowledge in maintenance and management of commercial properties.
- Ability to communicate effectively.

Other Requirements:

- Proven completion of Ministry of Labour Worker Health and Safety Awareness training
- Ability to travel between City work locations is required.
- Proof of education will be required upon hire.

What's in it for you:

Salary & Benefits: Get a competitive salary plus health, dental, vision, and life insurance coverage (for applicable positions).

Pension Plan: Enjoy enrollment in the OMERS pension plan with matched contributions for a secure retirement.

Flexibility: Achieve work-life balance with our hybrid work environment (for eligible positions).

Training: Access training and development funds to support your career growth.

Make Your Mark: Share your ideas, drive change, and leave a lasting impact through modernization efforts.

Great People: Work with a supportive team and leadership focused on your success.

Other Job Details:

Salary Range: \$108,945 - \$127,436

Employee Group: Exempt Non-Union

Department: Financial Management Services- Property Management

Position Type: Permanent, Full-time

Work Mode: Hybrid

Hours of Work: 8:30am to 4:30pm

Number of Openings: 1

Job ID: 2024-233

Posted Date: December 30, 2024

Application Deadline: Open until filled

Additional Information:

To ensure fairness and efficiency in our recruitment process, we kindly request that all applications be submitted through our official portal at www.stcatharines.ca/jobs. Applications received through other channels will not be considered. We also advise applicants to maintain up-to-date contact information and regularly check their spam and junk email folders, as important communications regarding their application may be directed there.

For applicable positions, the recruitment process will be conducted using video conference technology. Please note that for certain roles, in-person interviews may be required.

The City of St. Catharines does not use AI Technology in any part of the recruitment process.

Employment Equity, Inclusivity and Accommodation:

Dedicated to fostering an inclusive and accessible work environment, the City of St. Catharines is an equal opportunity employer committed to accommodating the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). We encourage applicants to inform the Human Resources Division of any accessibility needs to ensure they are accommodated throughout the recruitment and selection process.

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