
Manager, Real Estate

DEPARTMENT:	Engineering	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$145,987 - \$160,838 annually (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

Reporting to the Deputy Director, Engineering Services, this key position will be tasked with standing up this new internal service, establishing a work plan and proposed structure, while actively managing the provision of professional real estate services and serving as the City’s liaison for leased spaces, and leading the Strategic Land Management Strategy for the City.

The Real Estate Manager will provide advice to Council, the Senior Management Team, and staff, while acting as a key resource in real estate appraisal and other real estate transactions. The manager will oversee acquisitions, disposal, and ongoing management of the City’s real estate interests and rights, which includes property owner and tenant rights and obligations. This role will also be required to effectively minimize expenses, liability, and risk, while optimizing revenue and opportunities for the City. This is an exciting opportunity for an experienced and dynamic leader who will be instrumental in leading the City’s growing Real Estate and Property Management portfolio.

If you have the following qualifications, we would like to hear from you:

- Completion of a diploma or degree in business, urban land economics, real estate, or a related discipline, and a minimum of 10 years related experience in property negotiations and complex real property transactions, including proven experience in public sector and progressive leadership experience; or an equivalent combination of training and experience.
- Relevant professional designation and certification with the Appraisal Institute of Canada is preferred. Real Estate license from BCFSa is desirable.
- Considerable knowledge and ability to understand and interpret land-use documents, regulations, legislation, municipal bylaws, federal and provincial guidelines, and policies.
- Experience and prior understanding of municipal real estate and land transactions is ideal.
- Demonstrated knowledge of property valuation and relevant legal transactions; and the ability to review legal documents, contracts and agreements that can impact the operations of the City.
- Ability to independently lead and manage projects with a lens of innovation, and effectively identifying risks and leverage opportunities.
- Ability to effectively communicate, negotiate, influence, and maintain effective working relationships with multiple internal stakeholders, realtors, property owners, appraisers, property consultants, governmental representatives and other members of the general public.
- Ability to prepare correspondence related to the work, including valuation, negotiation and Council reports.
- Ability to provide strategic advice and guidance on critical issues that have community impacts.
- Ability to gather, analyze and interpret emerging issues and trends in the market.
- Strong financial management skills, including knowledge of budgeting and accounting practices
- Ability to work under pressure, manage multiple priorities, meet deadlines and respond to requests in a timely manner.
- Strong political acumen, and the ability to guide staff on real estate goals that align with the strategic priorities of the City.
- You have the ability to successfully pass and maintain a Police Information Check.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Please apply with your cover letter and resume in one document. Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by November 9, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.