



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Real Estate Specialist

We are seeking a highly skilled and experienced real estate professional with strong leadership abilities to join our team as a Temporary Full-Time Real Estate Specialist (up to 18 months). The ideal candidate will have experience in property management and in negotiating property right acquisitions and dispositions, including leasing, fee simple, and partial interests. The successful candidate will be positive, enthusiastic, detail-oriented, courteous, and respectful.

Responsibilities

- Work with the Real Estate Manager to administer the city's real estate leasing portfolio as both tenant and landlord for a variety of property types, including retail, industrial, office, agricultural, waterlots, and telecommunications.
- Provide day-to-day property management support on both the leased and vacant real estate portfolio.
- Support Parks, Recreation and Culture staff by reviewing and advising on recreational tenancies and agreements.
- Research land titles, charges and historical information pertaining to land.
- Assist the Real Estate Manager with business case development, completing economic and financial research and analysis to support decision making.
- Negotiate rights-of-way, easements, leases, purchase and sale agreements and other land-related rights and agreements for the municipality.
- Be part of a cross-functional team, supporting a variety of special projects involving municipal land, working with different departments including Parks, Recreation and Culture, Engineering, Legal, Finance, Community Planning, and Development and Bylaws.
- Maintain industry contacts with local brokers, appraisers, developers and municipalities.
- Prepare and register land title office forms, applications, and plans; process routine to moderately complex Land Title Office filings; interpret and review property titles, legal survey plans, and charges; conduct searches for charges, subdivisions, and titles; interpret the *Land Title Act*, *Local Government Act*, *Community Charter*, and other applicable legislation to ensure compliance with legal requirements.

Experience

- A minimum of 3-5 years of recent and relevant experience in government real estate, land agency, leasing, paralegal, property appraisal, or a related field.
- Completion of a recognized real estate program or designation or a paralegal program including a Diploma in Urban Land Economics, RI (BC) designation, RPA designation, or a Paralegal Diploma would be an asset.
- Knowledge of appraisal principles, real estate law, the LTSA electronic filing system and Land Title Office practice would be an asset.

Skills

- Strong negotiation skills and experience including the ability to tactfully respond to inquiries, effectively resolve lease discussions and have demonstrated conflict management skills.
- Problem-solving and decision-making skills to diagnose challenges and issues and develop innovative business solutions. Assess risks and opportunities within the real estate portfolio.
- Attention to detail.
- Ability to work independently, and with a complex set of stakeholders (including lawyers, appraisers, surveyors and real estate agents) and build and maintain positive and effective relationships; and
- Strong interpersonal, communication and problem-solving skills.

City of Delta offers a competitive salary of \$90,338 - \$107,727 annually (commensurate with experience) and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at www.delta.ca/employment, to competition #26-92 EX by **March 25, 2026**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.