

BUILD A CITY. BUILD A FUTURE.



Property Agent 2

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Reporting to the Real Estate Manager, this position is a senior technical and professional role responsible for delivering property acquisition, negotiation and valuation support services across a range of City real estate initiatives. The Property Agent 2 independently manages assigned files of moderate to high complexity, provides technical guidance to junior staff and supports the Manager through analysis, recommendations and execution of approved real estate strategies. This is a unionized position and does not include people management or strategic decision-making authority.

EMPLOYMENT STATUS

CUPE – Regular Full-Time

RESPONSIBILITIES

Real Estate Transactions & Negotiations

- Manage assigned real estate transactions, including fee simple acquisitions, partial interests (easements, statutory rights of way, licences), and road dedications, in accordance with approved strategies, delegated authority, City policy, and direction from the Real Estate Manager.
- Conduct negotiations with property owners, tenants, government agencies, utility companies, and other stakeholders to secure required property interests; escalate complex, sensitive, or precedent setting matters to the Manager.
- Coordinate with Legal Services, Engineering, Planning, Parks, Finance, and other internal clients to advance acquisitions supporting capital delivery, infrastructure, housing, and community amenities.

Valuation & Market Analysis Support

- Research, analyze, and summarize real estate market data (including comparable sales, leases, and market trends) to support valuation analysis, negotiation positions, and briefing materials.
- Review appraisal reports and valuation studies for completeness, reasonableness, and technical accuracy; identify issues and provide comments to the Real Estate Manager and appraisal consultants.
- Assist in preparing acquisition summaries, value opinions, negotiation rationales, and internal reports to support informed decision making.

Due Diligence & Documentation

- Prepare and review transaction documentation, including title searches, charges on title, agreements, contracts, and associated reports to ensure accuracy and compliance with applicable legislation, City policy, and procedures.
- Interpret and review civil engineering drawings, legal surveys, and plans to support infrastructure related and development driven acquisitions.
- Maintain complete, accurate, and well organized property files, tracking key conditions, milestones, and approvals for assigned transactions.

Advisory & Stakeholder Support

- Provide technical advice and subject matter expertise on real estate matters to internal client departments and project teams within defined authority and approved direction.
- Participate in internal and external meetings, negotiations, committees, or working groups as assigned, representing Real Estate Services on specific files.

Mentorship & Team Contribution

- Provide day-to-day technical guidance and informal mentorship to junior staff, as assigned, without formal supervisory responsibility.
- Share market knowledge, lessons learned, templates, and best practices to support consistency, quality, and continuous improvement within the team.

Compliance & Continuous Improvement

- Contribute to the development and refinement of procedures, templates, and tools related to acquisitions, valuation support, and transaction tracking under the direction of the Real Estate Manager.
- Ensure work is performed in accordance with City bylaws, policies, negotiated frameworks, Council direction, and professional standards.

QUALIFICATIONS

- Completion of a two year diploma in a related technology or discipline (recognized real estate, appraisal, or property management discipline), plus a minimum of five years of progressively responsible current related real estate experience; or an equivalent combination of training and experience.
- Eligibility for membership in either the in a recognized professional organization such as the International Right of Way Association (IRWA), Appraisal Institute of Canada (AIC), or Real Estate Institute of British Columbia (REIBC).
- Sound knowledge of real property acquisition and negotiation practices, valuation principles, contract law, and conveyancing procedures related to municipal real estate transactions.
- Demonstrated ability to research and analyze market information and appraisal material, and to clearly communicate technical findings in written and verbal form.
- Ability to interpret civil engineering drawings, legal surveys, and plans related to infrastructure and development projects.
- Strong negotiation, problem solving, conflict resolution, and interpersonal skills, exercised within delegated authority and professional standards.
- Ability to manage multiple assignments independently, organize work effectively, and meet deadlines in a complex, politically sensitive environment.
- Valid BC Driver's License with a safe driving record.

ADDITIONAL INFORMATION

Pay Grade: 29

Hourly Rate: \$55.19

Pay Steps	Hourly Rate
Step 1	\$55.19
Step 2 (6 months)	\$57.67
Step 3 (18 months)	\$59.84
Step 4 (30 months)	\$62.56

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7160.