



**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



PROPERTY AGENT 2 – INFRASTRUCTURE REAL ESTATE

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 timely delivery of property requirements and a variety of support services for the City's capital infrastructure program. The Property Agent 2 independently manages assigned files of moderate to high complexity to secure the statutory rights-of-way (SRWs), road dedications, leases and licences and fee simple interests in land required for water, sewer, drainage and third party utilities such as BC Hydro rights. The position 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.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

RESPONSIBILITIES

Capital Project Acquisitions & Negotiations

- Manage land acquisitions and property interests for capital infrastructure projects, including SRWs, road dedications, fee simple and partial takings, leases, licenses, and related agreements.
- Negotiate with property owners, tenants, utilities, agencies, and stakeholders to secure property rights and compensation within project timelines.
- Coordinate with Engineering, Legal, Finance, consultants, and project teams to identify property requirements and align acquisition schedules with construction timelines.
- Support expropriation processes, including documentation, statutory timelines, and payment coordination.
- Review appraisal and compensation reports for accuracy and provide recommendations.

- Prepare acquisition summaries, compensation analyses, negotiation strategies, and internal reports.
- Provide technical advice on land acquisitions, SRWs, road dedications, and expropriation matters.

Due Diligence & Documentation

- Prepare and review property transaction documents, agreements, plans, title searches, and related records for compliance and accuracy.
- Interpret engineering drawings, surveys, and construction plans to confirm land requirements.
- Maintain complete property records and track approvals, milestones, and registrations.

Collaboration and Continuous Improvement

- Liaise with utilities, government agencies, and stakeholders, and represent Real Estate Services at meetings and negotiations.
- Provide guidance and support to junior staff.
- Share knowledge, best practices, and lessons learned to enhance team effectiveness.
- Assist in developing and improving acquisition procedures, tools, and processes.
- Ensure compliance with legislation, City policies, Council direction, and professional standards.

QUALIFICATIONS

- Completion of a two-year diploma in a recognized real estate, appraisal, or property management discipline
- Minimum of five years of progressively responsible real estate experience; or an equivalent combination of training and experience.
- Experience acquiring statutory rights-of-way, road dedications, and other land rights for capital infrastructure or linear utility projects, including files involving expropriation, is considered a strong asset.
- Eligibility for membership in either 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 and compensation principles, expropriation legislation and procedures, contract law, and conveyancing and land title procedures related to SRWs, road dedications, and municipal real estate transactions.
- Demonstrated ability to research and analyze market information and appraisal and compensation material, and to clearly communicate technical findings in written and verbal form.
- Ability to interpret civil engineering drawings, legal surveys, and SRW and reference plans related to linear infrastructure and road 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 tied to capital project schedules in a complex, politically sensitive environment.
- Valid BC Driver's License with a safe driving record.

OTHER INFORMATION

Pay Grade: 29

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 7366.