



BUILD A CITY. BUILD A FUTURE.

Property Agent 1

*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

Working within the Leasing and Property Management Section of Real Estate Services, the Property Agent is a skilled real estate professional with experience in leasing and property management. The successful candidate will be a team player, working collaboratively with internal and external stakeholders across a variety of projects and property types to maximize the financial performance of their portfolio and advising on capital improvements and value-added strategies. This position offers hybrid work opportunities and a blend of office and field work pertaining to the disposition, leasing and management of real property.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (6 Months)

RESPONSIBILITIES

- Negotiate and drafts offers, lease and license agreements, amendments, surrenders, rent reviews, statutory rights of way and other agreements for use of property.
- Carries out market research, prepares rent proposals and reviews third-party appraisal reports.
- Field real estate inquiries and explores new revenue growth opportunities through proactive management of the City's land inventory, making recommendations and executing plans to optimize land use.
- Dispose of surplus civic lands through completion of the road closures and sale process.
- Complete property management duties as required including completing property inspections, coordinating repairs and maintenance, demolitions and other contract administrative tasks.
- Prepare memos and reports and make recommendations to management in respect of policies, procedures and best practices pertaining to municipal real estate.

QUALIFICATIONS

- Completion of a two (2) year diploma in a related technology or discipline with a minimum of 3 years of current related experience or an equivalent combination of experience and training may be considered.
- Eligibility for membership in either the International Right of Way Association, the Appraisal Institute of Canada, or the Real Estate Institute of BC.
- A valid and unrestricted driver's license with a safe driving record.
- Progression to accomplishing the SR/WA designation is considered an asset.

OTHER INFORMATION

Pay Grade: 26

Pay Steps	Hourly Rate
Step 1	\$48.86
Step 2 (6 months)	\$50.90
Step 3 (18 months)	\$53.04
Step 4 (30 months)	\$55.19

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7375.