

Property Agent

Competition Number	144042-0121TIPI
Available Positions	Full-Time Classified Position
Locations	Provincial Admin Building, Charlottetown
Department	Transportation and Infrastructure
Closing Date	2021-05-07 17:00:00
Salary	\$27.64- \$32.90 per hour (Level 14)
Duties	<p>Bi-Weekly Hours: 75.0 hours bi-weekly</p> <p>(Commencing Immediately)</p> <p>This position is responsible for providing a comprehensive real estate service including negotiations, acquisitions, marketing, dispositions, appraisals, property leasing and property management of a broad range of real property.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> - acquiring real estate for the province by purchase, gift, exchange, lease or expropriation; - determining client needs and providing quality service, conducting property owner research, and completing market analysis/market value appraisals; - disposing of real estate for the province by sale, sale by tender or exchange which involves preparing a detailed inventory of the property to be disposed of and providing innovation in marketing the properties to ensure that the highest return can be realized from the sale of the property; - managing provincially-owned real estate which includes negotiating leases, licenses and other real property interest on behalf of the province; - providing information and technical advice regarding policies and procedures of the Properties Section; - conducting research and preparing summary reports and/or drafting responses to claims, inquiries or requests related to provincial lands and public; - providing technical advice and guidance to support staff; - negotiating and monitoring contract work required to complete projects; other related duties as required
Qualifications	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> - Must have a bachelors degree or diploma from a recognized post-secondary institution, be a member in good standing with either the International Right of Way Association (IRWA) or the Appraisal Institute of Canada (AIC), and hold the professional designation SR/WA from the IRWA or the professional designation Canadian Residential Appraiser (CRA) from the AIC and experience related to acquisition, disposal, lease, license or management of real property on behalf of an employer or client. - NOTE: Applicants who are members in good standing with either the Appraisal Institute of Canada (AIC) or the International Right of Way Association (IRWA) and have obtained their professional designation as granted by the either AIC or IRWA prior to the prerequisite of a degree, and have recent related experience OR applicants who are working toward, or willing to work toward, their

professional designation from either the AIC or IRWA and have extensive related work experience may also be considered.

- Demonstrated equivalencies will be considered.
- Must have good problem-solving and people skills.
- Must be able to work independently and maintain results in a heavy workload environment.
- Must have access to reliable transportation.
- Applicants must have a good previous work and attendance record.

The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment.

Other Qualifications:

- A good working knowledge of applicable provincial Acts and Statutes, property law, title searching and computer/typing skills would be considered assets.
- Preference will be given to applicants with Appraisal experience.
- Additional relevant education and experience will be considered an asset.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Email	
By Mail	<p>PEI Public Service Commission PO Box 2000 Charlottetown, PE C1A 7N8</p> <p>Applications may be sent by fax to 368-4383. Due to the fact that receipt of applications by fax cannot be guaranteed, applicants transmitting their applications by fax may wish to confirm receipt by telephone or in person prior to the closing date to 368-4080.</p>