

Open to The Public

Property Agent

Department of Transportation and Infrastructure Location - Provincial Admin Building, Charlottetown

Full-Time Classified Position (Commencing Immediately)

This position is responsible to provide appraisal reports and comprehensive real estate service including negotiations, acquisitions, marketing, dispositions, property leasing and property management of a broad range of real property interests owned by the Government of Prince Edward Island. Duties will include, but not limited to:

- 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.

Minimum Qualifications:

- Must have a bachelor's 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 current and a satisfactory Criminal Records Check prior to beginning employment.
- 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.

Preference will be given to employees of the Classified and Unclassified Division as per the UPSE Civil Collective Agreement.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$27.85 - \$33.15 per hour (Level 14)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 155739-0223TIPO
Closing Date: Tuesday, February 28, 2023 5:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.