

JOB DESCRIPTION

Benchmark Job #001

Ministry: Transportation and Highways
Branch: South Coast Island Regional Office
Location: Nanaimo

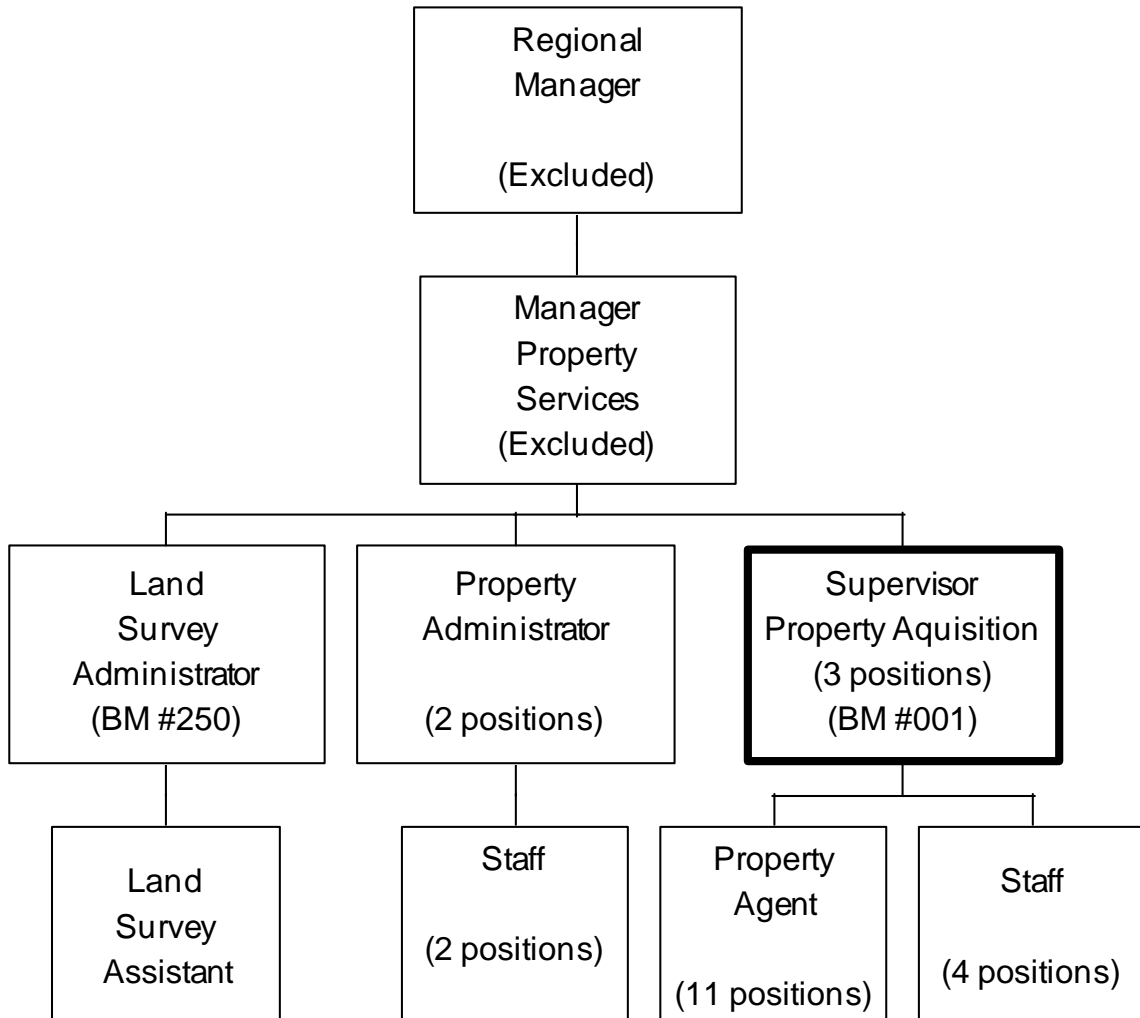
Working Title: **Supervisor, Property Acquisition**
Level: Range 24
Classification: Administrative Officer

PRIMARY FUNCTION

To coordinate the acquisition of properties in a region for Highway right-of-ways and to direct field Property Agents.

JOB DUTIES AND TASKS

1. Coordinates the acquisition of properties for Highway right-of-ways and projects for BC Transportation Financing Authority, including commercial, residential and agricultural property
 - a. administers regional acquisition programs in support of capital construction projects and district operations and ensures the delivery of property acquisitions are on schedule and within budget
 - b. directs appraisals and property acquisition negotiations undertaken by field Property Agents including reviewing and recommending offers to purchase
 - c. exercises spending authority to approve property purchases up to \$500,000 such as for Island Highway Project
 - d. coordinates the assigning, review and acceptance of independent fee appraisals
 - e. coordinates the acquisition services provided by private property service firms by preparing estimates, establishing terms of reference, inviting proposals, awarding contracts and monitoring assignments to completion
 - f. plans and recommends the acquisition of lands and how funds are going to be spent
 - g. discusses, with consultants, the preliminary design of highway alignments and adjustments for nearby land use requirements and prepares estimates on the cost of alignments
 - h. authorizes exceptions to normal market-valuation purchase prices when circumstances such as age or project requirements warrant such action
 - i. reviews acquisition actions to ensure they are being conducted consistently and in accordance with Ministry Acts, policies and procedures and applicable Federal Acts
 - j. prepares reports for major project acquisitions, expropriations and special investigations
 - k. makes recommendations on the development of Branch policies and procedures on acquisition, appraisal and general land administration
 - l. assists legal counsel in expropriations, arbitrations and litigation actions including preparing and/or reviewing legal documents and other materials
 - m. conducts sensitive property negotiations on fee owned and Indian Reserves
2. Supervises staff in the provision of acquisition and appraisal services (7 FTEs)
 - a. supervises Property Agents and administrative staff including hiring and training
 - b. plans, assigns and reviews the work of staff
 - c. conducts appraisals of work performance
 - d. sets work priorities and standards
 - e. provides guidance and advice to field Property Agents on the interpretation, clarification and implementation of statutory requirements and policies relating to the purchase of properties
 - f. provides advice on property acquisition, appraisal methods, assessed values, compensation payments, document preparation, and taxation
 - g. assists and guides field Property Agents in the negotiation and acquisition of land that is politically sensitive or contentious such as aboriginal land claims including exchanging information with interested parties, negotiating with claimants and preparing documents with agreed-upon language
3. Performs other related duties
 - a. exchanges information with ministry branches, districts, other ministries and other levels of government to make sure that their interests are reflected during land acquisitions
 - b. assists Manager, Property Services with the preparation of annual plan and budget
 - c. serves as Commissioner for taking affidavits on behalf of the Province of British Columbia
 - d. sets up, maintains and updates files and records on property acquisitions
 - e. drives to and inspects acquisition sites
 - f. reviews land compensation reports and exchanges information with associated professional groups



REASON FOR CLASSIFICATION

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Job Title: Supervisor, Property Acquisition

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of property appraisal and acquisition and related statutes and regulations to engage in negotiations and direct the work of field property agents in the negotiation of controversial, sensitive and high value property purchases in a region and to assist solicitors in the legal processes involved in the purchase, expropriation and arbitration of property.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify property appraisal and negotiation methods in working with changing property values and client circumstances to appraise, advise on and negotiate property purchases on behalf of the province and to achieve agreement of the owner to acquire the property.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Influence required to use formal negotiation skills to conduct sensitive or contentious property negotiations with land owners and First Nations where the parties are not cooperative such as First Nations land claims.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to property acquisition sites.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by property law and ministry acquisition plans, plan and organize the negotiation of property purchases, negotiate sensitive, contentious or high value purchases, assists legal counsel in expropriations and guide field Property Agents in sensitive negotiations.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Major financial responsibility to negotiate and write contracts for the acquisition of property in sensitive, high value cases with authority to sign for acquisitions to \$500,000.</p>	G	58
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to assist legal counsel in expropriations, arbitrations and litigation actions by preparing and/or reviewing legal documents for completeness and accuracy.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise field Property Agents and administrative staff and appraise employee performance (7 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to drive to field sites to conduct inspections, as a designated driver.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen and observe and interpret words and body language during property negotiations.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and printed materials such as appraisal and purchasing documents.	C	12
12	SURROUNDINGS Exposure to all weather conditions regularly while inspecting sites where shelter is available.	B	4
13	HAZARDS Limited exposure to hazards from regular driving to field sites to conduct inspections.	B	4

Total Points: 863.5

Level: Range 24