



Internal/External Job Posting Regular Full Time Non-Union Position Manager of Property

Date of posting: June 10, 2019

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Encompassing approximately 6,800 square km, the Grand River watershed has a population of almost one million people in 39 municipalities and two First Nations. Designated as a Canadian Heritage River, the Grand River and its major tributaries boast many outstanding human heritage features and excellent recreational opportunities. The GRCA is committed to environmental protection by delivering services that ensure the well-being of the environment and its inhabitants.

General Overview:

The Manager of Property reports to the CAO and is responsible for the administration of property management programs on the Authority's land holdings. This key member of the Management Team supervises and coordinates the activities of the Property Department and is responsible for acquisition/disposition of properties, administration of leases, licenses and management agreements with tenants on Authority-owned properties and development/implementation of property management plans.

Specific Accountabilities:

The primary responsibilities of the position:

1. Responsible for overseeing property management activities on the Authority's land holdings of nearly 50,000 acres.
2. Responsible for acquisition of environmentally significant properties and disposition of surplus properties, including making applicable municipal application(s) necessary for disposition. Through this process, ensure regular communication with municipal and provincial offices/staff regarding acquisitions, dispositions and Minister's Approvals, etc.
3. Responsible for the administration of leases, licenses and management agreements with residential, commercial and municipal/government tenants.
4. Prepare short and long term work plans, management plans and set priorities, goals and strategies to guide the development and management of the GRCA property management program that align with the strategic objectives of the GRCA.
5. Provide guidance, direction, mentorship and support to the Property Department staff to ensure the goals and objectives of the GRCA are being met.
6. Participate on Management Committee contributing to the development of corporate strategic plans, goals and objectives, policies and annual budgets.
7. Prepare and present reports to the General Membership with respect to Property Department programs and operations.
8. Oversee the development of department policies, standard operating procedures and customer service standards.
9. Establish strong working relationships and open collaboration with the management team and other divisions and departments within the GRCA.
10. Develop and maintain professional relationships with key staff in municipal and provincial government, associations, service clubs and special interest groups. Develop partnerships and other relationships which will provide benefits to the GRCA and will enhance the public's understanding of GRCA's roles and responsibilities within the watershed.
11. Coordinate legal aspects of property management with outside solicitors, consultants
12. Promote a health and safety culture within the Property department by ensuring compliance with the Occupational Health and Safety Act, other applicable legislation, regulations, and GRCA policies and procedures.



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Technical Accountabilities/Requirements:

1. Minimum of 10 years of supervisory experience. Management experience in a planning/real estate environment is considered an asset.
2. Demonstrated experience in financial analysis and the preparation and administration of budgets.
3. Knowledge of relevant legislation including, but not limited to, the Conservation Authorities Act, the Occupational Health and Safety Act, Provincial Offenses Act, Assessments Act, Expropriation Act, Residential and Commercial Tenancies Acts and other applicable legislation.
4. Experience in developing and administering commercial and residential leases, agreements, licenses, etc.
5. Experience in negotiating real estate transactions and dealing with other professionals in the legal and development industry.

Competencies and Abilities:

Professional Judgement - demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Appropriately balances the needs and desires of both internal and external stakeholders, when dealing with complex property management files- such as land disposition and development/implementation of land management plans.

Integrity/Ethics - the willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity and fairness when dealing with employees, stakeholders and special interest groups.

Goal /Action Oriented - Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self- motivated. Organize work, plan activities and set priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in Project Management with the ability to work under pressure and handle multiple tasks simultaneously with changing priorities. Achieving high standards of performance from others is important.

Team Work - Interacts with people effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non- verbal signals to enhance understanding. Demonstrated ability to build partnerships and alliances with peers, business communities, partners and staff. Exceptional internal communications skills are needed for staff relations, working with park operations team, inter- departmentally with respect to operations and to provide support to other programs within GRCA.

Customer Focus - Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with property tenants, municipal partners, special interest groups, etc.

Educational Requirements:

University degree with a major in Public Administration, Planning, Business Administration, or related discipline.



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Experience Requirements:

1. Strong verbal communication skills with the demonstrated ability to effectively present information to boards, councils or committees and to interact with the general public.
2. Excellent written communication skills with demonstrated ability to prepare correspondence, technical reports, financial analyses, board reports, and other documents. Experience with proposal writing, policy development and contract administration.
3. Provincial Offences Act Designation (or the ability to obtain)
4. Proficient computer skills including, but not limited to, word processing, spreadsheets and PowerPoint.
5. Valid driver's license and the ability to travel throughout the watershed.

Health and Safety Training:

Rights and Responsibilities regarding the Occupational Health and Safety Act and Regulations, WHMIS, and other workplace Health and Safety training as prescribed.

GRCA offers a comprehensive benefits package including health, dental, vision care, life and disability insurance; membership in the OMERS pension plan and a pass for free entry into GRCA conservation areas.

Approximate Start Date: Middle of August 2019

Salary range for this position is \$104,540.61 to \$127,189.64

Hours of work: 35 hours per week

To Apply: If you would like to be considered for this exciting and impactful career opportunity, please send a resume and cover letter to careers@grandriver.ca in MS Word or PDF format and quote "Manager of Property" in the subject line.

Deadline for Applications: 4:00 pm July 2, 2019

We thank you for your interest, however, only candidates under consideration will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the Grand River Conservation Authority