

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The purpose of this position is to participate as team member to effectively manage all crown lands represented by the Minister of Transportation and Economic Corridors within the Central Region.

Reporting to the Property Manager, this position is responsible for property management, co-ordination of property disposition; legal surveys; and provides research data and information for the acquisition and disposal of land.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Property Management

Activities:

- Inspect property as required
- Arrange maintenance as required

- Determine appropriate rental rates
- Advertise property if required and handle leasing related inquiries
- Show property if required
- Prepare, monitor and document leases and caretaker permits
- Collect rents and rental arrears
- Maintain inventory of property owned and property rented
- Prepare Service Agreements for Land Maintenance/Management
- Where property is to be managed by Alberta Infrastructure, liaise with the assigned property/ construction manager

2. Co-ordination of property disposition

Assist with the following activities:

- Disposals - Land and Improvements - This position will be responsible for inspection, review and circulation of department owned property in order to establish future needs and determine which holdings are available for disposal. Surplus land identified and approved for disposal will be sold to generate revenue and reduce annual taxation costs.
- The disposal process may also include:
 - Consulting with Construction Manager
 - Conducting an internal circulation
 - Preparing briefing notes or memos to the Regional Director and Assistant Deputy Minister
 - Preparing Offer to Sell, Consolidation or Land Exchange Agreements including preparing plans using microstation.
 - Preparing ads for tender/auction
 - Preparing letters to advise MLA
 - Preparing package for the Realty Section of Alberta Infrastructure to sell on the open market
 - Fielding calls from the public who may be interested
- Maintain Land Inventory System
- Prepare and execute Leases and Caretaker Permits
- Prepare Service Agreements for Land Maintenance/Management
- Review circulation/application for Crown interests

3. Legal Survey Contracts

Assist with the following activities:

- Preparation of the Request for Proposal and Terms of Reference
- Review and selection of the successful proposal
- Preparation of the Service Agreement
- Arrange for execution of agreements as per the matrix
- Review legal survey plans prior to registration to ensure corresponding agreements and plans have been obtained and that the areas are correct and that the property configuration is consistent
- Arrange for the new agreements and adjustment payments as required.

- Review work completed and plans of survey for conformity with Surveys Act; Land Titles Act; Alberta Land Surveyors Manual of Standard Practice
- Ensure the corresponding documents required by Land Titles Office for plan registration have been completed and executed on behalf of the department by the Regional Director.
- Review of project specific surveys and plans
- Review invoices and initiate payments

4. Appraisal Contracts

Assist with the following activities:

- Preparation of the Request for Proposal and Terms of Reference
- Review and selection of the successful proposal
- Preparation of the Service Agreement
- Arrange for execution of agreements as per the matrix
- Review of project specific surveys and plans
- Review invoices and initiate payments

5. Planning and Programming

Assist with the following activities:

- Review any proposed changes/options for property impacts
- Review and update Transportation's Property Management Manual for current and future reference
- Identify property concerns
- Provide input regarding future development
- Land Title Duties - Ordering of registered documents and removing /registering caveats
- Estimate legal survey costs for fiscal year projections
- Estimate appraisal costs for fiscal year projections

6. Responsible for the acquisition of interests in Crown lands.

Assist with the following activities:

- Arrange for the registration of all crown land interests, including road reservations and protective notations
- Respond to circulations affecting crown lands that Transportation may hold an interest
- Update and discharge of any crown land interest.
- Arrange for surveys and the preparation of plans on behalf of Transportation as required.

Problem Solving

Typical problems solved:

- This position is a Senior Technologist position that assists with the overall land management for the Central Region which requires travel and work within the region.
- Enforce specific guidelines, policies and criteria related to land acquisition, property management, land disposal, legal and site surveys
- Effectively manage contracts and private sector resources such as surveyors, appraisers, engineering firms, construction contractors and property management consultants
- Act as a regional resource person for property related concerns. This support is provided to the

Construction, Operations, Infrastructure and Bridge sections.

- Field calls from the public regarding property related issues
- Establish and maintain a strong network of contacts with the private sector resources and government departments.
- Due to the ever-changing circumstances, this position requires initiative and technical expertise in dealing with an array of situations.

Types of guidance available for problem solving:

- Support from existing two Central Region Property Agents and/or Construction Manager.
- Additional support available from Property Agents and Property Managers from other regions.

Direct or indirect impacts of decisions:

- Decisions can have an impact on the property owners, businesses, municipalities, consultants that this position interacts with on a daily basis.
- In addition, property decisions can have a big impact on the successful delivery of construction and Bridge projects

Key Relationships

Major stakeholders and purpose of interactions:

Construction Manager - supervisor - for work instructions, support and guidance

Property Agents - providing support and guidance for fellow team members

Property consultants - day to day interactions on various property issues

Landowners - day to day interactions with all tasks related with property acquisitions/management

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

Other

If other, specify:

Technical or business diploma Or equivalent experience 1 year: 1 year

Job-specific experience, technical competencies, certification and/or training:

Valid Class 5 Drivers License

Knowledge is required to perform complex technical work with assignments that embody a variety of duties requiring the integration of several disciplines within a work function and involve in-depth analysis and complex computations.

The ability to communicate effectively with the general public, professional land surveyors, professional engineers and other government departments is required.

Knowledge and experience (both field and office) is required to accurately review proposals and cost estimates to perform and complete survey projects by Alberta Land Surveyors. A full understanding of the 3rd System of Survey, the Surveys Act and the Land Titles Act to know what is involved for project completion and to confidently check for errors on Plan of Survey.

Knowledge of Land Titles Procedures Manual to accurately complete documents to be registered. Tasks involved may include registering/discharging caveats; road cancellation; land transfers; consolidation/separation of titles; registering road/descriptive/subdivision and easement plans with Alberta Registries - Land Titles.

Knowledge of a variety of computer programs beneficial to access or produce information to expedite property management functions:

- Microstation - Computer Assisted Drafting program to produce professional maps and plans
- Adobe PRO - software to produce quality images for using aerial photography and satellite imagery for effective presentation
- Spatial Information System (SPIN) - On-line access to cadastral plans and legal descriptions
- Kings Printer Source - On-line access to Alberta Acts and Regulation
- Microsoft Office Suite

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	Works with Property Agents and/or external consultants to deal with property related issues.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	Any project will involve interactions with stakeholders. Needs to make sure they have their needs addressed if possible or taken on board if not directly feasible.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work 	Needs to embrace change at project and department level.

		• Readily adapts plans and practices	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.