

Supervisor, Real Estate

Job Classification Title	SUPERVISOR REAL ESTATE
Requisition #	2287751 X
Division	Real Estate Services
Section	Leasing & Site Management
Work Location	METRO HALL, 55 JOHN ST
Job Stream	Business Operations
Job Type	Permanent, Full-Time
Salary/Rate	\$86,795.80 - \$101,974.60 / Year
Hours of Work (bi-weekly)	70.00
Shift Information	Monday to Friday; 35 Hours Per Week
Wage Grade	6.5
Affiliation	Non-Union
Job Code (PSG)	TM0909
Number of Positions Open	1
Posting Date	19-Oct-2017
Expiry date	02-Nov-2017

Job Description

Major Responsibilities:

Reporting to the Manager, Leasing & Site Management, the Supervisor, Real Estate:

- Supervises a team of Real Estate professionals to undertake real estate transactions of a leasing or sale nature; motivates, mentors and trains assigned staff.
- Oversees site/property management issues and coordinates with other City divisions as a key element of the role.
- Supervises the day to day operation of all assigned staff, including the scheduling, assigning and reviewing of work. Authorizes and coordinates vacation and overtime requests. Monitors and evaluates staff performance, approves salary increments, hear grievances and recommends disciplinary action when necessary.
- Oversees the renting of all properties not currently being used by the Corporation.
- Monitors the City-owned portfolio to identify vacant properties suitable for lease or sale, and the market for properties suitable to meet City program requirements.
- Leads and executes leasing/sales and other types of transactions to full completion.
- Prepares reports to Committee, Council, and management regarding real estate issues, including the lease/sale/acquisition of property for municipal purposes.
- Leads change and undertakes transforming processes; evaluates procedures, controls, metrics, and recommends improvements.
- Participates in strategy work.
- Works with various City divisions regarding the payment and collection of rents, program requirements, preparation and execution of leases/various agreements, and disposition of City assets.
- Manages and optimizes City assets, including the inspection of properties, maintenance, housekeeping, increasing rents, and ensuring accuracy of data.
- Manages third-party consultants.
- Participates in preparation of operating and capital budgets and administering assigned budgets.
- Develops and maintains appropriate databases for the unit.
- Checks and ensures occupancy compliance with local property standards, by-laws, zoning and lease terms, etc.
- Assigns work to staff, reviews the accuracy of their work and ensures that work is being completed.

Key Qualifications:

1. Post-secondary education in Planning, Real Estate, Property/Site Management, Engineering, Business and/or Economics, with relevant experience in leasing/sales and other realty transactions, or an equivalent combination of education and experience.
2. Considerable experience dealing with site management and property management issues.
3. Considerable experience in supervising staff and ability to handle day to day labour relations matters.
4. Extensive knowledge and experience in negotiating a variety of real estate transactions, including, but not limited to, commercial, industrial, institutional and residential properties and vacant land.
5. Extensive experience in negotiating revenue-generating transactions, including, but not limited to, licences, partnership arrangements, revenue-sharing opportunities, advertising, Joint Ventures, Public Private Partnerships, etc., or equivalent.
6. Experience and/or knowledge about financial and accounting concepts such as Discount Cash Flow (DCF), Net Present Value (NPV) and Internal Rate of Return (IRR), to understand real estate analysis and the ability to build or review financial models.
7. Knowledge of land building values in and around the GTA, and familiarity with real estate market trends and activities.
8. Ability to prepare correspondence, statements and reports for the consideration of senior management.
9. Effective communication skills, both verbally and in writing, for a senior-level audience.
10. Ability to deal tactfully with the public, and elected and appointed officials.
11. Ability to travel to various work locations in a timely and efficient manner.
12. Familiarity with Municipal Act, Municipal Code, Tenant Protection Act, zoning and property standards, regulations and by-laws as it relates to municipal real estate.
13. Leasing experience, with well-developed knowledge of leasing terminology, an asset.
14. General knowledge of government legislation in the areas of labour and human relations.
15. Proficiency in Microsoft Office Suite (i.e. Word, Excel, and PowerPoint).

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How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at www.toronto.ca/jobs. To apply online, submit your resume, quoting **File #2287751 X**, by **November 2, 2017**.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set up their Candidate Profile if applying on TalentFlow. As an applicant, it is your responsibility to ensure that you check your email regularly.

The City of Toronto is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment. In accordance with the Ontario *Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act* and the [City of Toronto's Accommodation Policy](#), a request for accommodation will be accepted as part of the City's hiring process.

If you are invited to participate in an assessment process, kindly provide your accommodation needs in advance. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the hiring process.