

Job Class Profile: **Property Acquisition Officer**

Pay Level: **CG-37** **Point Band:** **814-847**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	6	2	4	5	5	5	4	2	
Points	233	100	13	19	150	108	103	86	21	833

JOB SUMMARY

The Property Acquisition Officer performs responsible and professional work in ensuring that land acquisition requirements for Government capital and maintenance projects, as well the portfolio of lands being declared surplus by the Federal Government, are addressed in a timely and correct manner and are in compliance with applicable legislation, policies, contract law, and other directives.

Key and Periodic Activities

- Liaises and consults with departmental engineering staff, Regional Directors, officials of client agencies to determine annual capital and maintenance projects that will require land acquisition and to identify specific land requirements for each project.
- Assigns, prioritizes and supervises the work of subordinate staff.
- Monitors and expedites acquisition negotiations, title investigations, and research activities, partakes in sensitive acquisition negotiations on files characterized by high values or potential for controversial or adversarial negotiations.
- Reviews title notes on property ownership, legal survey documentation, and boundary research and provides analysis and professional opinion on boundary related matters.
- Develops procedures for and supervises the preparation of complex cadastral plans and thematic maps used to verify correct limits of property acquisitions.
- Liaises with the general public and departmental staff on general issues of land acquisition; provides guidance to staff on public relations issues.
- Prepares reports for the Divisional Director of annual capital and maintenance projects and the anticipated complexity and scope of the land requirements for each project.
- Co-ordinates the preparation of acquisition budgets and monitors related expenses.
- Educates and persuades senior executive to accept recommended course of action by presenting the Division's position on complex realty matters.
- Reviews and makes recommendations on referrals from the Interdepartmental Land Use Committee.
- Prepares briefing notes on realty matters for the Director, Assistant Deputy Minister, Deputy Minister, and Minister.
- Prepares Cabinet papers relating to disposals as per Section 3 of the Works, Services, and Transportation Act.

Key and Periodic Activities

- Liaises and meets with senior executives on realty issues and drafts letters for the senior executive and the Minister on such matters.
- Liaises with Department of Justice officials on legal issues relating concerning realty matters.

SKILL

Knowledge

General and Specific Knowledge:

- Highway design limitations, construction scheduling, and highway construction procedures.
- Appraisal theory and techniques.
- Common law principles and legislation pertaining to real property ownership, land boundaries, and easements including the Quieting of Titles Act, Works Services and Transportation Act, Expropriation Act, Crown Lands Act, and Intestate Act.
- Land surveying theory and practice.
- Negotiation techniques.
- Project planning.
- Computer software programs.

Formal Education and/or Certification(s):

- Minimum: Diploma in Civil Engineering or related technology

Years of Experience:

- Minimum: 7-8 years

Competencies:

- Proof-read, edit and format documents
- Written and oral communication skills
- Conduct analysis and assessment
- Coordinate a range of related work and project activities
- Provide advice

Interpersonal Skills

- A range of interpersonal skills are used to listen to information from other people, ask questions to obtain information, provide routine and complex information to others, negotiate contracts or agreements, deal with angry/upset people, gain the cooperation of others to complete work, instruct/teach/train, coach or mentor, provide expert advice, and resolve disputes. Examples of interpersonal skills include the ability to cold call a property owner and develop a relationship wherein the end result will be the removal of that homeowner from their family home; the ability to walk into a persons life and change it by introducing information to that individual or family that may have an adverse impact to that persons existence, while carrying on the objectives of the department; consulting with departmental engineering staff, Regional Directors, officials of client agencies to determine annual capital and maintenance projects that will require land acquisition and to identify specific land requirements for each project; addressing controversial and adversarial land acquisitions and preparing briefing notes and cabinet papers.

- Communications occur with employees within the immediate work area, department, other government departments and outside organizations including supervisor/manager, Directors, Departmental Executive staff, Regional Directors, Municipal and Federal government representatives, suppliers, contractors and members of the general public.
- The most significant contacts are with the Director to receive and give advice and guidance; Departmental Solicitor to receive and give advice and guidance and Departmental Assistant Deputy Minister to provide status reports.

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Occasionally required to lift objects less than 10 lbs. (i.e. files).
- Work typically involves sitting at a computer to conduct research, write briefing notes, cabinet papers and project reports.
- Fine finger and precision work is required to conduct computer related work activities.

Concentration

- **Visual concentration** is constantly required for use of computer, report preparation and review of report content, budget preparation and monitoring of expenditures.
- **Auditory concentration** is required to liaise and consult with departmental engineering staff, Regional Directors and other staff and the general public regarding land acquisition requirements for capital and maintenance projects.
- **Time pressures/deadlines/interruptions** include dealing with in excess of one thousand active files in the division, responding to property demands of the department throughout the province, receiving continuous phone calls from affected property owners. Property acquisition affects construction scheduling and can cause delays therefore most acquisitions have deadlines.
- **Eye/hand coordination** is constantly required for typing.
- **Exact results and precision** is constantly required for negotiation of land transactions, interpretation and application of related legislation regarding expropriation of land, researching land titles, budget preparation, briefing notes, drafting correspondence for the director or executive on realty issues.

Complexity

- Work tasks are diverse involving a wide variety of responsibilities and situations. Challenges/problems have limited opportunity for standardized solutions, require problem definition and analysis, and the development of complex solutions. Problems are often unique and multifunctional.
- Typical problem or challenge includes convincing a home owner to convey their property to government for a reasonable price, when the property is not for sale in the first instance. Explaining to claimants that they do not have title to land they claim and therefore government will not pay compensation for land required or taken. Researching property ownership to determine if there is a basis for claim of ownership.
- When addressing typical challenges or problems reference may be made to acts and regulations

as well as advice or consultations with the director or legal counsel.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are somewhat prescribed or controlled. Work is performed with considerable independence and initiative, with guidelines provided by statutes and Government/departmental policies and procedures, and reports to the divisional director. Work is reviewed by observation of overall results achieved and through discussions and reports.
- Work involves commissioning consultants (i.e. appraisers, surveyors, etc.) to undertake work as required to support the aims of the division; providing direction and support to consultants; defining property requirements of a project; and entering into negotiations with property owners for acquisition/disposal.
- Executive approval is required prior to compensation offers being made or accepted.
- Must exercise discretion to interpret project requirements and communicate same to affected home owners. As the department's representative in the land acquisition/disposal process, a high degree of independent judgement and sensitivity are required with effected landowners to ensure the aims of the department are achieved.

Impact

- Generally has impact (positive or negative) on the immediate work area, the organization, on general public, as well as on processes and systems, finances, and information.
- Errors in recommendations made or in the acquisition of land/property could result in a negative impact on Government's public image and finances, capital and maintenance projects, as well as impacting property owners and their finances.
- Title property is required before a construction project can begin. The division must be seen to be consistent in the acquisition and disposal of property and in the valuation and certification of title. It cannot be seen to conflict with other departments (i.e. Crown Lands Division).

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- Also leads teams, provides input about staffing, organizing and coordinating the work of contractors, and checking and reviewing the work of others.

WORKING CONDITIONS

Environmental Working Conditions

- Safety precautions and equipment are not required.
- There is no likelihood of minor cuts, bruises, illnesses or injury.
- Occasional exposure wet and slippery surfaces, physical dangers or threats, adverse weather, heavy machinery and travel when posting notices of expropriation on properties and serving notices on hostile land owners throughout the province.