

Source: BC Hydro
Job Title: Property Coordinator 2
Job Number: BCH-T-1762-180629E1
Job Location: Vancouver (Dunsmuir0, British Columbia, Canada)
Job Status: Full-time Temporary

We're BC Hydro and we have a big job to do.

Keeping the lights on for over 4 million people across the province takes a lot of talented people doing many different jobs. From working deep in a generating station, atop a power pole, or behind a desk, whatever it is that makes you tick we offer challenging careers to help you reach your potential.

We're investing more than \$2 billion per year in major capital infrastructure projects to help meet the growing demand for safe, reliable power. We're upgrading transmission lines, building new substations, and investing in our hydroelectric generation facilities. We aim to provide meaningful and challenging work, opportunities for growth and a healthy work/life balance. We've been recognized for excellence and been named one of B.C.'s Top Employers and one of Canada's Best Diversity Employers for four years in a row.

It's our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do.

JOB DESCRIPTION

Duties:

- Provides work leadership for the daily operation of the paralegal and property management function, systems and staff by: developing, recommending and implementing approved new or revised procedures to enhance productivity, efficiency and effectiveness; supervising staff and ensuring even distribution of workload according to work priorities.
- Acquires property rights by: evaluating requirements, feasibility and timing of various private land rights, acting as an agent for Telus; applying to various provincial and federal agencies for Crown and First Nation land rights; contacting and negotiating terms, conditions and rates within current provincial and/or federal guidelines for land rights.
- Analyzes and assigns to the Property Coordinator 1 complex land use requests and referrals from both internal and external customers and determines if the proposal/request requires further technical and/or engineering review. Drafts and prepares letters of permission to implement approved recommendation.
- Provides direction and instruction to those who approve land use applications, implement proposals/requests and communicate transmission and distribution safety requirements and property use details to applicants. Performs field checks and inspections of BC Hydro's fee owned properties and rights of way related to proposals/requests and permitted uses granted by BC Hydro.
- Provides training, direction, advice and guidance to the Property Coordinator 1 in respect to the preparation and registration of standard and non-standard legal documents for the acquisition, management and disposal of properties or property rights, ensuring that BC Hydro's requirements are met.
- Conducts research regarding sale, acquisition, and legal and historical uses of properties and property rights related to various projects, customers and other proposals; analyzes customer requests; arranges

for, prepares and negotiates terms and conditions with internal customers and/ or external parties; prepares agreements, documentation and required approvals; prepares reports, supporting data and recommendations.

- Conducts special research and analytical assignments.
- Provides technical guidance and training to internal customers and external parties on a variety of property related issues, processes and requirements; develops and prepares related training aids, manuals and seminar materials; coordinates and conducts training seminars for internal customers.
- Participates in the management of BC Hydro's real estate leasing portfolio including telecommunications property rights, by: reviewing lease agreements and conducting site inspections both as landlord/tenant to ensure compliance with terms and conditions of agreements; monitoring and advising tenants of reaches/outstanding payments or other agreement problems and following up to take appropriate corrective action and negotiate a resolution.
- Reviews and approves financial documents to maintain BC Hydro property rights; approves payment requisitions for other staff members within assigned authority.
- Performs duties of a minor nature related to the above duties that do not affect the rating of the job.

Qualifications:

- Supervisory skills, customer service, property law and property related legal documentation for acquisition, management and disposal of assets, legal and report writing, survey and mapping, search procedures for various databases and registry systems for private, Crown and First Nation rights, land research and analysis methods, procedures and techniques, negotiation, conflict resolution and presentation techniques and methods
- Completion of 3 years of the 4 year Urban Land Economics Diploma Program or equivalent Computer skills are typically acquired through use of various internal and external databases and IT systems plus BC Hydro in-house courses
- A minimum of 4 years' experience as a Property Coordinator 1 or equivalent experience with a well-developed and demonstrated knowledge of various land transactions, property law, right of way acquisition principles, legal property transaction documentation, processes, procedures and practices
- Satisfactory performance on this job would take an additional 1-2 years to acquire the additional knowledge and skills to perform the full scope of job
- Well-developed oral, written, presentation, interpersonal communication, negotiation, conflict resolution, teamwork and analytical skills.

ADDITIONAL INFORMATION

- This position is affiliated with the Movement of United Professionals union (MoveUP/COPE).
<http://moveuptogether.ca>
- A condition of employment for this job is that you maintain the following requirements in good standing:
Driver's License Type = Class 5
- Standard BC Hydro office environment with regular travel away from headquarters to conduct property assignments as required, including occasional overnight travel
- This is an 18 month (approx.) Full-Time Temporary position.

How to Apply

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html by **July 13th, 2018**.

[Click here](#) to access the job posting or visit the [BC Hydro "Current Opportunities" Careers page](#) to view and apply for jobs.

You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.

On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the electricity system in B.C. It's an exciting time to be a part of our team as we invest in our system and prepare to meet the challenges of tomorrow.

Our values guide our work. Want to join us?

We are safe.

We are here for our customers.

We are one team.

We act with integrity.

We respect our province.

We are forward thinking.

BC Hydro is an equal opportunity employer.