

Manitoba Government Job Opportunities

Senior Property Coordinator

Regular/Full-Time

Manitoba Transportation and Infrastructure

Property Services, Engineering and Technical Services

Winnipeg, Manitoba

Advertisement Number: 40602

Salary Range: \$67,263.00 - \$81,037.00 per year

Closing Date: October 1, 2023

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

An eligibility list may be created for similar positions and will remain in effect until exhausted. The eligibility list generated from this competition will be referenced in the event of any future vacancies for this position until it is exhausted.

**** YOU MUST COMPLETE AN APPLICANT SCREENING FORM IN ORDER TO BE CONSIDERED FOR THIS POSITION. [CLICK HERE TO ACCESS THE FORM.](#) ****

https://www.gov.mb.ca/govjobs/doc/Screening_Application_Form/application_form_for_screening_40602.docx

The Property Services Branch develops and co-ordinates the implementation of policies, processes, and guidelines for divisional staff in connection with securing right-of-way for departmental roads and water

control facilities, as well as managing certain uses thereof, consistent with related government legislation.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must possess and maintain a valid Class 5 Drivers License.
- Ability to travel by vehicle, plane, boat, within Manitoba including overnight stays.

Qualifications:

Essential:

- Geomatics Technology Diploma, successful completion of Department Level 3 training program or suitable combination of education and experience related to property acquisition and legal surveying required.
- Directly related experience in various types of survey calculations.
- Directly related experience in reviewing and interpreting legal survey and engineering plans.
- Extensive experience with certificates of title, metes and bounds descriptions and the systems of survey in Manitoba.
- Demonstrated experience in the acquisition, management and disposition of right-of-way/property and the application of related provincial Acts.
- Excellent written communication skills, including demonstrated experience writing technical correspondence and reports, including high level documents pertaining to the acquisition and disposition of departmental property.
- Excellent verbal communication skills, including the ability to prepare and deliver presentations to large audiences and demonstrated experience in dealing with the public.
- Effective Interpersonal skills.
- Effective organizational and time management skills.
- Ability to work independently and apply effective problem solving skills.
- Experience with Microsoft Office & Adobe Acrobat with the demonstrated ability to create spreadsheets for the purpose of project tracking, inventory maintenance and departmental presentations.
- Directly related experience in reviewing and interpreting legal survey and engineering plans.

Duties:

The Senior Property Coordinator provides a specialized technical resource to develop and co-ordinate the implementation of operational policies, processes, and guidelines for divisional staff in connection with securing right-of-way for departmental roads, drains, water control facilities and airport and marine operations. This position is responsible for analyzing, coordinating and prioritizing right-of-way acquisition and property disposition activities on a division-wide basis for departmental roads, drains, northern airports and marine facilities and water control structures.

To be considered for this competition you must submit an application form. Complete the application form at the link below or contact Human Resource Services under “Apply to” to request a copy of the application form. The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment. Note: You are not required to submit a cover letter, but may be asked to submit a resume, references, or other documentation at a later point if invited for further consideration.

[Click here to access the application form.](#)

Or

https://www.gov.mb.ca/govjobs/doc/Screening_Application_Form/application_form_for_screening_40602.docx

APPLY TO:

Advertisement No. 40602

Service Centre 3

Human Resource Services

600-155 Carlton Street

Winnipeg, MB. R3C 3H8

Phone: 204-945-8819

Fax: 204-948-3382

Email: govjobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

