


# Correction - 173796 - Supervisor of Provincial Roads & Right of Ways - Department of Transportation and Infrastructure - Permanent

Government of PEI

11 Kent Street, Charlottetown, Prince Edward Island | 1 Position available | Published on: June 24, 2026

Expires on: October 21, 2026

## JOB DESCRIPTION

The Department of Transportation and Infrastructure is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our Equity, Diversity, and Inclusion Policy.

The purpose of this position is to provide high quality advice and assistance in a supervisory capacity responsible for the daily operation of the Roads Group that provides comprehensive real estate service for legal issues pertaining to public roads and rights of way including real property negotiations, acquisitions, marketing, disposals, property appraisals, expropriations, leasing and property management of the real property interests of the Government of Prince Edward Island

**Duties will include but are not limited to:**

- Provide leadership and expertise in real property and the management of land transactions related to public road interests within the province.
- Supporting internal clients such as Capital Projects and Highway Maintenance Divisions on all road and bridge construction and highway maintenance projects in the Province by representing government in the acquisition, management, sale and/or lease of property, rights of way, easements, and other property interests.
- Supervise designated staff by assigning and reviewing their work; provide technical advice and problem-solving expertise to staff on a project basis; evaluate staff's performance (Performance Development Plans) provide staff development and training as required, and staff discipline as required.
- Supervise and provide direction with respect to the production of legal documentation pertaining to land transactions such as land sale agreements, deeds, leases, licenses, memorandums of understanding, letters of permission/comfort, easements, expropriation documents, satisfaction of mortgages, bill of sales and various other documents, including legal descriptions.
- Developing and coordinating property purchases and/or sale strategies, prepare valuation analysis; organizes and coordinates stakeholders to facilitate negotiations and preparation of agreements, manages project tasks, scope, risks and budgets; provides direction and instructions to Legal Services for preparation of legal opinions required to complete objectives.
- Providing strategic advice and recommendations to the Manager, Director, senior Management and the Deputy Minister.
- Represent the Department on assigned committees, working groups, and meetings to coordinate strategic communications and/or issues with management.

Job type
Permanent / Full-time

Work shifts:
Day

Work schedule:
37.5 hrs/week

Work location
On site

Salary:
$80,652.00 - $99,158.00 CAD
Yearly

Unionized:
Yes

### Additional information

Job Opening ID:
- 173796

Department:
- Transportation , Infrastructure and Energy

Division:
- Land and Environment

Location:
- Charlottetown

Pay Level:
- 18

Hourly Salary Range:
- $41.36 - $50.85

Employment Type:
- Permanent

- Writing and reviewing Executive Council, Treasury Board and Ministerial Memos.
- Lead and facilitate comprehensive real property and policy research and analysis.
- Provide expert advice and assistance in negotiating transactions such as acquisitions, disposals, leases, licenses, boundary agreements as well as other forms of real property interests which relate to public roads and rights of way.
- Respond to internal and public inquiries related to public road interests within the province.
- Review proposed disposals of surplus remnant road to ensure future road needs and policy obligations are met.
- Lead and deliver training to Property Specialist, Paralegal, and Title Searcher positions.
- Provide supervision and direction to staff on the disposal of surplus public road interests, and the expropriation of land for public work requirements in accordance with Departmental and Provincial policies and legislation.
- Maintain records on real property land budget for public road acquisitions each fiscal year.
- Address all public road status requests from surveyors, lawyers, municipalities, the public, and internal departmental clients.
- Identify and facilitate collaborative solutions when acquisitions, disposals, or property management practises are compromised due to policy, procedures, regulations, by-laws, or legislation.
- Coordinate and engage with internal clients to assist them in identifying their road and bridge construction property/land related needs, identify risk factors such as regulatory, environmental, or safety concerns associated with land purchase or disposal, and facilitate solutions to execute project plans.
- Other related duties as required.

**Minimum Qualifications:**

- Must have a Bachelor's degree from a recognized university AND a professional designation as granted by either the Appraisal institute of Canada (AIC) (AACI or CRA designation) or the International Right of Way Association (IRWA) (SR/WA designation) supplemented by extensive related work experience.
- Must be a member in good standing with either the Appraisal Institute of Canada (AIC) or the International Right of Way Association (IRWA) and completing either the required continuing professional development program (AIC) or the recertification program (IRWA) every 5 years.
- Requires considerable knowledge in the areas of real estate practices, real estate law and market conditions, as well as of the principles and practices relating to real estate specialties such as leasing, sales, land marketing, negotiations, property management and expropriation.
- Requires knowledge of relevant legislation affecting property use and its valuation, such as the Real Property Act, Public Works Act, Roads Act, Planning Act, and the Expropriation Act. The ability to read and interpret legal, engineering and architectural plans is also required.
- A sound knowledge of leasing, property administration and appraisal is required to co-ordinate property management and the leasing of properties awaiting planned usage. This also requires a sound knowledge of the Residential Tenancy Act and related legal requirements.
- Must possess sound judgement in planning and completing the various complex and sometimes sensitive real estate projects that the Properties Section staff are required to undertake on behalf of the Province.
- Must have considerable supervisor experience.
- Demonstrated equivalencies will be considered.
- Must be able to provide technical advice, guidance and leadership to staff while researching and resolving issues that arise during the completion of real estate transactions, ensuring that assignments are completed in a timely manner, and ensuring that all technical, legal, financial, social and environmental impacts have been considered in the review process.
- Must have a valid Prince Edward Island driver's license, access to reliable transportation and an acceptable driving abstract.
- Must be proficient in use of computers and computer software.
- Must have strong communication skills, written and verbal as well as strong interpersonal skills and proven ability to communicate.
- Applicants must provide a current and satisfactory Criminal Record Check, prior to employment.
- A good previous work and attendance record is required.

**Other Qualifications:**

- Continuing education or volunteer roles that enhance skills in leadership, team building, change

Employment Percentage:

- 100%

Closing Date:

- Wednesday , October 21, 2026 5:00 p.m.

Open To:

- Public , preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement .

Union:

- UPSE Civil

Required documents

- Resume

Optional documents

- Cover Letter
- Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .
- Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .
- Education - If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have " .
- Other

management, organization and time management would be considered an asset.

**Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.**

**Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.**

**Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at** www.jobspei.ca**. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.**

***Voted as one of Forbes' top 45 Best Employers in Canada for 2026***

***The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.***

## BENEFITS



Health and dental benefits



Up to $2,500 annual training funds



Employee assistance program



Pension Plan



3 weeks paid vacation annually, as per the UPSE collective agreement