

PROPERTY MANAGER

DEFINITION

Manages and coordinates the property management activities for the District, including the headquarters' high rise, local district offices, and other non-K-12 facilities.

TYPICAL DUTIES

Plans, manages and coordinates property management activities including maintenance, custodial, security, fire life safety, parking, and access for non-academic facilities.
Manage and coordinate the capital and operational budgets including preparing and presenting budget related information and monitoring and analyzing financial activities and expenditures.
Reviews and develops contract specifications, scope of work documents, deliverables, schedules, and monitors performance and budgetary compliance by vendors.
Manages the negotiation process with vendors and the concession proposal process.
Develop revenue enhancement strategies and contracts.
Analyzes and determines, and monitors budget, staffing, equipment, and material needs for operational activities and makes appropriate recommendations.
Develops and maintains records, and prepares reports and correspondences as related to operational activities.
Advises management of building codes, life-safety codes, and similar regulations.
Supervises, trains, and evaluates all assigned supervisors and staff
Travels to various District properties.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Property Manager manages and administers activities such as: custodial, parking, property management; and the management, improvement and operation of non-K-12 facilities.

The Director of Property Management directs all property management activities of all district non-academic facilities.

A Property Management Coordinator provides administrative support to the property management activities for the District headquarters' high rise, local district offices, and other non-K-12 facilities by communicating with district staff and external tenants regarding issues, requests and concerns.

SUPERVISION

General supervision is received from the Director of Property Management. Supervision is exercised over the work of lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of management and supervision, including principles of training, employee evaluation, and employee relations
- Principles of project management and construction management
- Applicable federal, state, and local laws, rules and regulations
- Principles of organization, budget administration and personnel management
- Current practices, materials, and equipment of custodial work
- Fundamentals of lighting, plumbing, heating, and ventilating systems of buildings or groups of buildings
- Methods used in inventory control
- Fire and safety regulations
- Recordkeeping procedures

Ability to:

- Effectively manage a complex and diverse operational program for areas such as custodial, safety and security, and related operations
- Train and manage the work of others through subordinate supervisors
- Forecast, monitor, and track assets, budgets, resources, and projects
- Develop and adjust work schedules for operational activities
- Interpret and apply regulations, rules, and policies
- Work effectively and harmoniously with District staff and the public
- Communicate effectively, orally and in writing
- Analyze operational problems, evaluate alternatives, and determine effective solutions
- Evaluate, counsel, and assist employees with job-related deficiencies
- Act quickly in emergencies
- Evaluate work methods and performance
- Make accurate estimates of labor and supplies
- Plan ahead and meet schedules
- Effectively utilize computer equipment and software in the performance of duties
- Maintain records and prepare reports
- Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business administration, public administration, construction management, engineering, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent has been met.

Experience:

Four years of commercial property management experience in areas such as operations management, property maintenance, tenant relations, and vendor oversight. Experience with managing high rise buildings and/or public sector facilities management is highly preferred.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE:

Travel to locations throughout the District is required.
Employees in this class are subject to call at any hour.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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