

## PROPERTY MANAGEMENT COORDINATOR

### DEFINITION

Provides administrative support to the property management activities for the District, including the headquarters' high rise, local district offices, and other non-K-12 facilities by coordinating and communicating with District staff and non-District tenants regarding issues, requests and concerns.

### TYPICAL DUTIES

- Coordinates property management activities including maintenance and custodial activities for non-K-12 facilities.
- Receives and responds to requests, complaints, issues and inquiries from District staff and non-District tenants.
- Create, update and close work orders for all tenant services.
- Performs regular site inspections to assess maintenance needs, safety hazards, and other customer issues.
- Reviews budget, staffing, equipment, and material needs for operational activities and makes recommendations.
- Reviews contract specifications, scope of work documents, deliverables and schedules.
- Maintains records, and prepares reports and correspondences as related to operational activities.
- Advises management of building codes, life-safety codes, and similar regulations.
- Prepares and distributes notices and announcements to tenants regarding any issues, updates and events.
- May assist with developing revenue enhancement strategies and contracts.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Property Management Coordinator provides administrative support to the property management activities for the LAUSD 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.

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

### SUPERVISION

General supervision is received from the Property Manager or the Director of Property Management. Work direction may be provided to lower level staff.

### CLASS QUALIFICATIONS

#### Knowledge of:

- Current practices, materials, and equipment of custodial work
- Proper cleaning agents, methods and equipment for varying types of fixtures, furniture, glass, metal, woodwork, walls, ceilings, windows, and floor coverings
- 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:

Coordinate a complex and diverse operational program for areas such as maintenance, custodial, and related operations  
Interpret and apply regulations, rules, and policies  
Work effectively and harmoniously with District staff and the public  
Communicate effectively, orally and in writing  
Act quickly in emergencies  
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:

Three years of commercial property management experience related to operations management, property maintenance, tenant relations, and vendor oversight. Experience with high rise buildings 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.

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.

NEW CLASS  
06-14-18  
JPK2