



PROPERTY MANAGER

JC: 000204

PG: AFH

FLSA: Exempt

BU: 31 (AFSCME)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, organizes and manages District-owned building(s)/property as assigned; coordinates and manages all operational aspects of the property; serves as the primary liaison with the tenant(s) and leads contracted staff in the coordination of services and activities, financials, vendor selection and services, and manpower required for current and future needs of the building and operations; coordinates activities with other departments and outside agencies; provides complex support to senior management; and performs other related duties as assigned.

CLASS CHARACTERISTICS

This is an administrator-level classification which provides expertise in a specialized area or body of work. The incumbent is responsible for the detailed oversight of a BART-managed property, which includes managing all business, financial, personnel and management matters. The incumbent is also responsible for overseeing various contractors and implements and adheres to approved strategic plans. This classification is distinguished from the Department Manager, Property Development in the latter's broader overall managerial responsibilities with respect to the negotiation, acquisition, development and management of developed property within the District.

REPORTS TO

Department Manager, Property Development or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Oversees, supervises, evaluates, and participates in the property management functions at the MET building, including building engineering, maintenance and repair, purchasing, room reservations and setup functions, mail room, copying services, janitorial, security and other support services.
2. Develops and implements annual building management, preventive and on-going maintenance plans; prepares and monitors the capital improvement budgets, monitor capital improvement programs and building reserves; oversees building modifications and repairs.
3. Controls and approves the procurement and expenditure processing, such as preparing bid specifications, coordinating bidding process and recommending award of purchase orders and contracts.

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4. Ensures adherence to the approved budget for the property and closely monitors and reports on variances; forecasts cash flow for the property; reviews and reports on real estate tax assessments (if any), and ensures required municipal reports are filed correctly and in a timely manner.
5. Works with management and assists in the development of the overall strategic plans for the properties, ensures the execution of the plans, and closely monitors progress and results towards the achievement of the strategic plans.
6. Ensures that on-site contractors are monitoring and enforcing the terms of all lease agreements, the billing and collection of rents, and other tenant charges in compliance with leases; guides and directs on-site contracted staff in all aspects of lease administration to ensure critical date master scheduling for reservations, deliveries, etc.
7. Ensures that contracted staff always establish and maintain open and positive relationships with tenants and occupants, ensuring that all services and needs are met and in compliance with BART standards, leases and agreements; conducts periodic site visits, inspections and surveys and is responsible for developing and implementing standard operating procedures.
8. Participates in the development and implementation of goals, objectives, policies and priorities within the department; recommends and administers policies and procedures.
9. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
10. Plans, directs, coordinates and reviews the work plan for assigned staff and contractors; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of real estate and property management.
13. Responds to, negotiates and resolves controversial, difficult and sensitive inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of all facets of property operation and building management
- Principles, practices and techniques of construction, building engineering and leasing
- Principles and practices of project management
- Principles and practices of financial analysis and mathematic principles
- Principles and practices of contract administration
- Methods and techniques of program development and administration
- Methods and techniques of supervision, training, motivation and performance evaluation

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- Methods and techniques of procurement and acquisition activities
- Current office practices, methods and equipment, including computers and applicable word processing and spreadsheet applications
- Applicable federal, state and local laws, codes and regulations

Skill in:

- Managing several large commercial properties
- Developing and maintaining cooperative and professional relationships with employees and members of the public
- Managing complex lease projects and meeting deadlines
- Preparing and presenting complex effective written and oral reports to a variety of audiences
- Investigating, analyzing and evaluating building operations, emergencies and problems
- Participating in the development and administration of division goals, objectives and procedures
- Communicating clearly and concisely, both orally and in writing
- Overseeing, directing and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Maintaining accurate records
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS:

Education

A Bachelor's degree in real estate, business administration, public administration, economics or a closely related field from an accredited college or university.

Experience

Four (4) years of (full-time equivalent) verifiable professional property management experience which included administration of leases and other rental agreements. One (1) year of the required experience must have included administrative and/or supervisory experience. Public sector property management experience is preferred.

Substitution

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

Other Requirements

Possession of a current Real Estate broker's license from the State of California is desirable.

WORKING CONDITIONS

Environmental Conditions

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Office environment; exposure to computer screens.

Physical Conditions

Requires maintaining physical conditions necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 1500 – Supervisor/Others
Census Code: 0410 – Property, Real Estate Managers
Safety Sensitive: No