

## **METRO**

### **Classification Description**

**Title:** Property Management Specialist  
**Job Code:** 6025  
**Pay Range:** 18  
**FLSA Status:** Exempt – Administrative

**Bargaining Unit:** AFSCME 3580  
**Established:** 2007  
**Revised:**  
**EEO Category:** Professionals

#### **DESCRIPTION**

Perform varied professional, technical, and maintenance property management functions in Metro's Parks and Greenspaces Department. The position is responsible for residential, commercial, agricultural and other leases. Oversee and conduct construction/maintenance work on Metro Parks and Greenspaces properties, prepares contracts, awards contracts, and administers contracts.

#### **DISTINGUISHING FEATURES**

This is a single classification and is not part of a classification series.

#### **DUTIES AND RESPONSIBILITIES**

1. Conducts building inspections to determine work needed. Prepares bids and oversees contractor performance on construction/demolition projects.
2. Manages property files of open space properties with structures, wells, septic systems or leases. Assures compliance with codes and intergovernmental agreements.
3. Solicits, screens, and selects tenants and agricultural leases. Writes rental/lease agreements and assures that all documents comply with laws, codes, IGAs. Collects rent and enforces agreements.
4. Conducts field inspections to determine preventive maintenance plan. Implements plans and monitors budgets and financials on leased property.
5. Investigates easement applications and makes recommendations.
6. Processes all tax bills and other bills related to leased properties.
7. Responds to and investigates neighbor, other jurisdiction, or tenant complaints.
8. Paints, constructs, and performs maintenance on open space and park facilities.

#### **Secondary Functions**

1. Performs other duties as assigned.

#### **JOB SPECIFICATIONS**

##### **Education/Licensing and Experience**

Two years of property management or construction experience and a Bachelor's degree with major course work in property management; or any combination of experience and education which provides the applicant with the desired knowledge, skills, and ability required to perform the job.

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#### **Knowledge, Skills and Abilities**

- Property management practices. Contracts, leases, payment of taxes, maintenance and repair
- Contract administration policies and practices
- Principles, policies and legislation applicable to property management, rentals, and construction/maintenance
- Software and business applications used in department
- Conduct property inspections, document results, and determine a course of action
- Investigate complaints and reach a resolution at the lowest possible level
- Communicate effectively, both orally and in writing
- Work independently and as part of a team
- Perform analysis and make recommendations
- Use a variety of hand and small power tools safely and efficiently
- Obtain and keep a valid driver's license

#### **SUPERVISION RECEIVED**

Supervision is provided by a Supervisor or Manager.

#### **SUPERVISION EXERCISED**

May lead lower level staff on some projects.

#### **WORKING CONDITIONS**

Duties are performed in the field and in an office environment. This position frequently requires walking on uneven or rough terrain. This position requires talking (both in person and over the phone), sitting, repetitive motions of the hands/wrists and good general hearing and vision ability. The position occasionally requires strenuous work, in all weather conditions, wearing safety glasses, boots, hearing protection, or other protective gear. It requires the ability to lift 40 pounds and push 50 pounds.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*