



JOB DESCRIPTION

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| Position Title: | <u>Property Manager</u> | Department: | <u>Capital Projects</u> |
| FLSA Status:: | <u>Exempt (Salary)</u> | Reports To: | <u>Capital Projects Director</u> |
| Effective Date: | <u>February 2019</u> | Working Status: | <u>Full Time</u> |

Job Summary:

The Property Manager is responsible for the planning, coordination, and oversight of maintenance activities at all LCSWMA properties and facilities. The ability to work independently, manage multiple projects, and manage/supervise outside contractors and vendors is critical.

Job Responsibilities:

- Function as the point person for requests pertaining to maintenance activities on all LCSWMA properties, including managing the system for request submissions.
- Plan, coordinate, prioritize, and document maintenance activities on all LCSWMA properties.
- Ensure all maintenance activities on LCSWMA properties are conducted in a timely fashion.
- Ensure maintenance activities are completed in order to meet LCSWMA needs and goals.
- Make immediate, accurate decisions on maintenance related problems and conflicts
- Take steps to ensure safety and compliance of all facilities with organizational policies and procedures.
- Read and understand construction plans and specifications.
- Evaluate job progress and, if necessary, make recommendations for improving performance to ensure all maintenance activities are performed in a safe and efficient manner.
- Approve invoices and maintain maintenance cost records.
- Complete reports and paperwork as necessary.
- Be able to change jobs throughout the day, be flexible, and prioritize work.
- Manage/Supervise outside contractors and vendors.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies to ensure compliance with procedures.

Education, Training, Certification or Experience:

- High School Diploma or acceptable equivalent.
- Knowledge of LCSWMA Rules and Regulations and waste disposal procedures required by LCSWMA.
- Knowledge of general construction practices (previous construction experience a plus).
- Knowledge of general maintenance requirements/procedures for facilities.

Technical Competencies:

- Strong customer-facing, presentation and negotiation skills.
- Strong written, verbal, and non-verbal communication skills.
- Strong organizational, analytical and problem-solving skills with the ability to work independently with limited supervision.
- The ability to work independently and prioritize work while utilizing good business judgement.
- Strong attention to detail with excellent analytical, judgment and problem-solving capabilities in order to ensure compliance with relevant state/federal regulations and LCSWMA-specific requirements.

Work Environment and Physical Demands:

- Stand and/or sit for extended periods of time.



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- Lift up to 75 pounds and carry for a distance of 50 feet.
- Frequently bend, reach, push and pull.

Work Hours:

Day shift, 40+ hours per week, but hours may vary depending on workload and special projects. Saturday hours may be required.

Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the market; for example, is aware of what current competitors are doing.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.
- **Impact through Influence:** Engages with others, getting buy-in to deliver results and skillfully influencing to build support. Specifically, uses indirect influence; for example, plan-fully using an influential third party to accomplish a particular result.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors data or projects; for example, monitoring progress of against milestones or deadlines.
- **Approach to Thinking:** Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.
- **Customer Focus:** Identifies and meets the needs of internal and external customers, being continually focused on outcomes for customers. Specifically, improves service; for example, asking for customers feedback and takes action for improvement.

I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.

Employee Name: _____ **Signature:** _____ **Date:** _____

Manager Name: _____ **Signature:** _____ **Date:** _____