



PROPERTY ONE

## **Job Description for Property Manager**

**Reports to:** Division Head

### **Basic Responsibility**

Responsible for the performance of the personnel and the maintenance of the physical properties on projects under his/her supervision in accordance with established company policies and procedures.

### **Specific Responsibilities**

Ensures that on-site personnel comply with all published policies and procedures established for the project.

Personally inspects exterior and interior of each assigned project at least once a month, using approved checklist; prepares written recommendations for physical repairs and/or replacements as required.

Reviews all delinquent accounts and determines action required; assist in collection of delinquencies and returned checks.

Ensures that all funds collected are transmitted immediately so that excess funds are not retained on premises.

Periodically audits petty cash fund.

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Checks new leases for accuracy and completeness.

Compares lease information with monthly rent roll for proper security deposits, starting date, etc.

Inspects vacancy reports status to ensure report is accurate and up to date.

Inspects vacancies ready to show and analyzes those not ready to show.

Checks work order forms for those completed and those outstanding; determines age of incomplete work orders and reasons for being incomplete.

Reviews status of operating budget; determines necessary reductions or increases in allocations and has those changes approved by ownership as necessary.

Schedules unannounced observation and performance evaluation of on-site personnel on all properties.

Inspects and inventories supplies in storeroom prior to approving any purchase order. (If a card file Inventory system is maintained, information should be available immediately, including type of material, cost and other specifics, right in the office.)

Reviews in detail all purchase orders prepared by the project to ensure clarity and justification of requirement.

Prepares detailed list of capital replacements required or anticipated, when applicable, and subjects those recommendations to his supervisor.

Inspects condition of all equipment for proper maintenance, when applicable.

Prepares preventive maintenance check list by day, week or month for maintenance personnel to perform. (This includes, but is not limited to, air conditioning, heating, hot water heater, air handling units, filters, etc. After first obtaining written permission from Home Office, if Property Manager is not capable of preparing a check list or of determining the caliber of

maintenance performed, and experienced consultant firm should be used to establish maintenance program and prepare appropriate check lists. The Property Manager should receive guidelines and instructions in reviewing work performance.)

Does not approve expenditures exceeding the proposed budget without the approval of his Division Head. This does not include emergencies.

Approves normal advertisements; special display ads requiring an unusual expenditure should be discussed with the Division Head.

Makes recommendations for increases or reductions in rental schedule, with complete justification.

Ensures compliance with Federal Wage and Hour Act, all state and local laws, OSHA, Workmen's Compensation Act.

Furnishes property management division with valid copies of workmen's compensation and liability coverage for any contractor prior to engaging.

Reviews, approves and submits employee time sheets to central office on due date.

Approves all invoices for payment as soon as they are presented and returns same to accounting for payment. Reviews all unpaid purchase orders that are outstanding over 45 days to determine status and makes decision on disposition.

Meets with Division Head weekly to discuss projects, rentals and vacancies, budgets, personnel and any other problems.

Obtains written approval from owner for all proposed expenditures not included in monthly operating budget prior to commencement of work. (Written approval will include manner of payment to managing company or contractor. Management contract should provide a dollar amount that cannot be exceeded for non-budgeted expenditures. Competitive bids should be obtained on large expenditures.)

Interviews and hires all on-site personnel including the building engineer.

Reviews leasing procedures with leasing agent assigned to each project and on-site office personnel.

Shops competition every three months to remain aware of market.

Participates in company annual market survey as directed.

Prepares annual budgets for each project with the assistance of the Division Head and submits to the owner for approval. (Format in preparing projection should include current and past year's operating statistics for each reference. Budget comparisons and previous year comparisons with comments should be provided in order that the financial status of the project may be easily analyzed.)

Reviews monthly income and expense statements and reports any problem areas to the Division Head.

Prepares employee evaluations. (An evaluation form should be completed annually on each employee by the Property Manager.)

Provides tenant comment and evaluation form to each tenant annually and to all vacating tenants. (The results and conclusions should be reviewed by the Home Office.)

Annually reviews all insurance coverage to determine if adequate coverage is provided at the most economical premium obtainable.

Annually reviews all contractual services.

Is encouraged to attend trade association meetings and seminars to keep up to date on trends and changing conditions.

Implements controls, policies and procedures to conserve utilities. (Monthly records should be kept on consumption of units used for fuel, electricity, gas and water. This information should be available to the Asset Manager)

Is responsible for current posting of all licenses, permits, notices and occupancy permits required by federal, state and local jurisdictions.

Supports a methodical system of company procedures and/or formats established for all branches. (This includes the area of filing systems, business correspondence, purchase order procedures, rent collections, property maintenance, personnel requirements, etc.)

**Behavior Requirements**

Position requires a positive team-oriented worker with a flexible working attitude.

Must have good time management skills.

Must have a professional and well-groomed appearance.

Requires good personable phone and organizational skills.

Punctual Attendance

**Disclaimer Statement:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**Signatures:**

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**Employee**

**Date**

\_\_\_\_\_  
\_\_\_\_\_

**Supervisor**

**Date**