



Property Manager Job Description

Job Title: Property Manager

Department: Property Management

Reports To: Regional Property Manager

FLSA Status: Exempt (not eligible for overtime)

SUMMARY:

The position of the Property Manager is to provide complete oversight of the real and personal property for Herron Property Management owned and/or managed properties. Property Manager is to maintain the integrity of the physical assets and maximizing returns in accordance with Herron Property Management's objectives. This position supervises, trains and develops all management personnel in their assigned region. In addition, responsible for revenue management, financial reporting and control, administration and overall property operation and performance for each asset in the portfolio.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Manages the maintenance, inventory, and oversight of properties owned or managed by Herron Property Management
- Works directly with managers on renovation projects, maintenance, and general upkeep on owned and managed properties
- Travel to owned or managed properties frequently during renovation projects, or as required
- Meet with staff to ensure all aspects of the buildings are being well maintained
- Oversee all routine and emergency repairs, negotiating with vendors to secure competitive rates and ensure consistent quality of work.
- Meet with owners and staff by phone and in person to discuss priority issues
- Providing facilities expertise and advice to staff regarding operations
- Providing guidance regarding Herron Property Management policies and initiatives.

- Work with each property on all planning maintenance schedules
- Work with Interior Designers on design assessments, furnishing replacement requests, renovation projects, and property management budgets
- Coordinate all necessary and scheduled maintenance repairs with vendors and contractors
- Obtain copies of current Certificate of Insurance coverage for workers compensation coverage
- Monitor property management budgets to ensure accuracy
- Interview, hire, supervise, discipline, and terminate property staff
- Conduct Exit Interviews
- Place employment advertisements
- Complete annual Performance Appraisal Booklets
- Complete Career Development forms, verbal and written disciplinary forms, performance improvement plans as needed and required

EDUCATION and/or EXPERIENCE:

Job requirements include a minimum of two years of related property management experience. Advanced degree or other professional designation (CPM, CCIM, RPA) desirable. Strong leadership and motivational abilities as well as excellent communication skills required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

MATHEMATICAL SKILLS:

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

REASONING ABILITY:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

COMPUTER SKILLS:

Must be proficient with Word, Excel, Power Point, email, and accounting software.

PHYSICAL DEMANDS:

Must be physically able to walk, stoop, kneel, carry and lift up to 35 pounds, and climb stairs easily on a multi-terrain property. Outdoor conditions will impact the majority of job tasks; must be able to withstand various temperatures and conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The employee is occasionally required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize personal or company provided transportation. Must have a valid driver's license and proof of automobile insurance.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ADDITIONAL REQUIREMENTS:

A Property Manager must fulfill the performance standards of this position and comply with policies, rules and procedures of the company. Including those set out in the Employee Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.