



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

# PROPERTY MANAGEMENT COORDINATOR

**FLSA Status:** Exempt  
**Bargaining Unit:** C-Supervisory  
**Salary Grade:** UC41

### **CLASS SUMMARY:**

The Property Management Coordinator is a Maintenance and Operations stand alone class. Incumbents are responsible for the maintenance and management of City-owned buildings, grounds and properties. Responsibilities include administration of construction and repair contracts, management of rentals of City property to tenants, and oversight of City maintenance.

The Property Management Coordinator is distinguished from other Maintenance and Operations classes by its focus on the management of City-owned grounds, buildings and property improvement activities, and supervisory duties. Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation of subordinates.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Manages City-owned buildings and property including all maintenance, property improvement, rental, and surplus property management activities.
- Prepares, administers, and oversees construction, repair, janitorial, and temporary labor contracts.
- Conducts special project research with architects, designers and engineers and develops cost estimates for contracted property improvement and maintenance services.
- Oversees City pool operations, physical plant, safety and maintenance activities.
- Prepares building maintenance, property improvement, property management and capital project budgets.
- Supervises contractors and part-time staff and, based upon assignment, may supervise full-time staff including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Performs other duties of a similar nature or level.

### **Training and Experience** (positions in this class require):

An Associate's Degree and six years of directly related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C
- Oregon Aquatic Facility Operator or Pool Operator Certificate

### **Knowledge** (positions in this class require):

Knowledge of:

- Applicable City policies and ordinances;
- City management and budget principles and practices;
- City infrastructure layout and location of public properties;

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Landlord/tenant principles and practices;
- Building, grounds, and property construction, maintenance, and repair
- Pool chemical and safety operations;
- Farm and ranch operations and maintenance;
- Applicable Federal, State, and local laws, rules, and regulations.

**Skills** (positions in this class require):

Skill in:

- Budget and project management;
- Supervising contracts and staff;
- Repair and maintenance of buildings and properties;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council July 2, 2008

Resolution No. 5379

Updated March 16, 2011