

## **METRO**

### **Classification Description**

**Title:** Property Management Technician

**Job Code:** 6034

**Pay Range:** 11

**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580

**Established:** 2008

**Revised:**

**EEO Category:** Skilled craft worker

#### **DESCRIPTION**

Perform rental property maintenance and property management duties. Typical maintenance work includes carpentry, painting, limited electrical maintenance, locksmith work, fence repair and construction, and landscaping. Assist in the preparation, processing and management of residential and commercial lease and/or rental agreements and agricultural leases. Interact with tenants and neighbors to assure that property is well maintained and Metro is seen as a good neighbor. Assist Property Management Specialist by preparing and administering maintenance contracts on Parks and Greenspaces properties involving painting, structural repairs, plumbing, electrical.

#### **DISTINGUISHING FEATURES**

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

#### **DUTIES AND RESPONSIBILITIES**

1. Schedules, performs and oversees preventative maintenance on structures, and ensures proper maintenance of Metro Parks and Greenspaces property.
2. Conducts property and building inspections as necessary.
3. Consults and works with Property Management Specialist to determine the requirements of each job; prepares priority list of weekly tasks with Property Management Specialist.
4. Prepares list of materials needed, purchases materials, maintains and repairs various types of buildings: houses, garages, barns, well houses, sheds, fences and other structures.
5. Deconstructs and demolishes small buildings when needed.
6. Installs, alters, repairs and maintains: floors, doors, windows, walls (both drywall and lath and plaster), decks, locks, molding/trim, gutters, roofs, cabinets, and countertops. Installs and repairs sinks, sink drains, toilets, faucets, electric hot water heaters, repairs broken outlets, replaces switches, water pipes and exterior siding. Unclogs pipes and drains. Paints exterior and interior buildings. Oversees and performs as necessary, miscellaneous building and facilities maintenance and upkeep, including cleaning, carpentry, painting, adjusting and/or replacing lights.
7. Uses a variety of hand and power tools and equipment requiring specific skills: power saw, table saw, miter saw, router, drills, reciprocating saw, chain saw, chipper, hedge trimmer, paint spray equipment, pressure washer, plumbing wrenches, nail gun and other related equipment.
8. Operates heavy equipment such as a tractor and a truck with a trailer.

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9. Ensures proper functioning of fire alarm systems when present. Assists contractor in resolving problems with system.
10. Prepares maintenance reports and manages property files.
11. Assists in the preparation and processing of residential and commercial rental agreements and agricultural leases.
12. Defuses conflicts with tenants and neighbors at park owned properties. Responds to inquiries and complaints of tenants or neighbors regarding facilities; ensures information is provided and problems are resolved.
13. Fills in, when necessary, for Property Management Specialist. This includes being on-call for property management emergencies.
14. Performs other duties as assigned.

### **Secondary Functions**

1. Performs other related duties as assigned.

### **JOB SPECIFICATIONS**

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

Two years of experience that includes property management, maintenance and construction of buildings and limited electrical maintenance and a High school diploma or G.E.D. or any combination of experience and training that provides the applicant with the desired skills, knowledge and ability required to perform the job. Possess a valid driver's license

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

1. Basic property management practices and Oregon Tenant Law
2. Maintain accurate records
3. Read and interpret scope of work, codes and regulations, read blueprints, maps, drawings and written instructions
4. Standard practices, methods, tools and materials of carpentry, painting, electrical, plumbing, and dry wall, well and septic systems, and landscaping
5. Operate hand tools and power tools
6. Occupational hazards involved and the safety precautions necessary in the area of specific assignments
7. Principles of contract administration
8. Analyzing maintenance problems and performing corrective action
9. Use and care for standard tools and equipment of the trade; operations of a motor vehicle and heavy equipment
10. Use a variety of software applications (Microsoft Word, Excel)
11. Organize, plan, set work priorities, and lead others as necessary
12. Work independently and as part of a team
13. Perform heavy manual labor for extended periods indoors or outdoors on rough terrain, often under inclement weather conditions
14. Respond to emergency and after hours calls and make necessary repairs and also give direction to others

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15. Establish a working relationship and communicate effectively with the public, tenants, contractors, and others
16. Climb ladders and work on rooftops and at heights

#### **SUPERVISION RECEIVED**

Supervision is provided by a Supervisor or Manager. May receive daily oversight from the Property Management Specialist.

#### **SUPERVISION EXERCISED**

May lead other full time, temporary and seasonal employees as well as volunteers. May coordinate contractors work schedule and meet contractors at specific locations.

#### **WORKING CONDITIONS**

In addition to occasional interaction with emotional tenants or neighbors, this is a highly physical position, frequently requiring extended periods of walking, stooping, reaching, touching, laying, bending, kneeling, climbing, grasping, handling and talking, both in person and over the phone. Requires good general vision and hearing. Position may also require occasional standing, crawling, fingering, sitting and the ability to push or pull and/or lift and carry up to 100 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.*