

Assistant Property Manager

Position Announcement



Department: Business Development
Status: Exempt

How to Apply: Please submit a Port application as found on the website at www.portofeverett.com, along with a resume, and a cover letter addressing qualifications. Mailing address: Port of Everett, Human Resources, PO Box 538, Everett, WA 98206. E-mail may be sent to elizabetho@portofeverett.com.

Hiring Salary: \$65K to \$72K per year, plus full benefits including, medical, dental, life, long-term disability, PERS retirement, and paid sick leave, vacation and holidays.

Application Deadline: 5pm, Friday, April 21, 2017

Position Description

SUMMARY

The Assistant Property Manager is responsible for the oversight and maintenance planning of Port of Everett's commercial real estate assets in order to maximize the Port's strategic mission, financial return, and creation of economic benefits for tenants, consumers and the community. Position is on-call 24/7 in response to tenant concerns and emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Tenant Relations:

- Oversee new tenant set ups and manage day-to-day site issues.
- Receive and track tenant inquires and assist tenants in resolving issues related to their space. Maintain a strong rapport and deliver excellent customer service to tenants.
- Act as a point of contact for tenant-related property emergencies such as plumbing, electrical, severe weather events, safety, and storage.
- Maintain regular communications (written and verbal) with tenants to provide basic information, schedules, instructions, notifications, etc. as appropriate.
- Routinely inspect all leased properties to insure compliance with lease terms, including coordinating with environmental and planning staff to assure regulatory requirements are met.
- Remain on-call to response to tenant issues, concerns and emergencies.

Facilities:

- Ensure that assigned Port facilities and properties are in proper operating condition and maintained to the highest standards of safety and appearance.
- Create and implement short- and long-term building and infrastructure maintenance plans to minimize expenditures and maximizing value to the Port.
- Assist the Chief in formulating the annual facilities maintenance budget.
- Coordinate and monitor contractors who are responsible for exterior maintenance such as landscaping, cleaning windows, parking lot maintenance, pressure washing parking lots, etc.
- Support project managers assigned to properties-related capital projects for access and information.
- Monitor contractor performance in keeping all facilities clean and maintained on a regular schedule.
- Maintain associated maintenance and finance records and performance reports.
- Respond to alarms and other warning signals, and arrange for a response or repair.
- Assure the cleanliness of all interior and exterior areas of assigned properties.
- Coordinate with the Security Department on lights off, doors locked and security contractors.
- Oversee the inventory of keys and master key box, and updates of the key log by department staff.

Finance:

- Review expenses with an eye to budget, and notifying the Chief of emergent issues.
- Audit invoices for correctness, ensuring accuracy and compliance with contracts.
- Research supplies for cost comparison, prepare specifications and collect bids/estimates in coordination with the procurement office.
- As assigned, and in coordination with Procurement Administrator, prepare purchase orders on bids or contract solicitations.
- Authorize expenses within assigned authorization level.

Events:

- Review Special Event plans to assure use of Port property does not conflict with leases and other contractual agreements, and enforce marina district parking and access plans.
- Assist with special event/meeting coordination as necessary.

PREFERRED WORK EXPERIENCE

- Three (3) year's progressively responsible experience building or properties management, or facilities maintenance management.

PREFERRED KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's Degree in business, management or a related field.
- Knowledge of public sector procurement and contracting processes.
- Exceptional communication and organizational skills; detail oriented and accurate, especially with numbers.
- IREM Certified Property Manager (CPM) designation
- Ability to work with staff in solving problems and to take direction and function as part of a team.
- Communicate effectively in English, including the ability to read, write, analyze and interpret complex documents and other written material.
- Possess intermediate level personal computer skills, including fluency in Microsoft Office.
- Ability to maintain a high level of confidentiality.
- Have the ability to obtain a Transportation Worker Identification Credential (TWIC).
- Possess a valid driver's license, and maintain insurability under the Port's auto insurance plan.
- Ability to lift up to 50 pounds.

PHYSICAL DEMANDS and WORK ENVIRONMENT

- This position operates in a professional office environment and includes field work. Incumbents must be physically able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
- This position requires the ability to lift files, binders, banker boxes, open filing cabinets and bend or stand as necessary. The ability to lift and move furniture up to 50 pounds. The ability to move from office to field and walk around various sites is required.
- Position responsibilities include being on-call 24-hours in order to address tenant, managing and delegating maintenance staff and other contractors.