



Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.

Title: Property Manager
Department: Facilities
Reports to: Facilities Supervisor
Status: Full-Time, Hourly, Non-Exempt
Revised: May 2017

General Description

The Property Manager's responsibilities include the general upkeep and maintenance of his or her specific property location(s). Performs highly diversified duties related to general maintenance involving plumbing, electrical, carpentry and HVAC.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provides maintenance services to existing tenants and maintains the up-keep and cleanliness of the common areas and grounds.
- Responsible for periodic inspections and the recording of results for safety devices including sprinklers, emergency lights, and exit lights.
- Participates in grounds and building upkeep, including, but not limited to painting, snow removal, salting, weed whacking, tree trimming, electrical, and plumbing.
- Responds to service calls from tenants in a timely manner.
- Communicates tenant concerns in an effort to remedy tenant issues.
- Maintains company equipment including snow blowers, weed whackers, salt spreaders and other equipment.
- Monitors all work being performed by outside contractors.
- Creates a work list for Field Crew Members and follows up on completions, questions, or concerns..
- Provides emergency and/or unscheduled repairs of equipment at properties and perform scheduled maintenance repairs.
- Performs mechanic skills including, but not limited to, mechanics, electrical, hydraulic, troubleshooting and/or repair of facility machines.
- Diagnoses problems, replaces or repairs parts, tests and makes adjustments.
- Performs regular preventive maintenance on equipment and facilities as needed.
- Performs a variety of plumbing maintenance and carpentry functions.
- Uses a variety of hand and power tools, electric meters, and material handling equipment in performing duties.
- Detects faulty operations and/or defective materials and reports those and any unusual situations to proper supervision.
- Complies with safety regulations and maintains clean and orderly working areas.
- Complies with all company, local, city, state and federal guidelines.
- Follows Buckingham's internal policies and procedures and complies with Fair Housing, state and federal laws
- Provide after-hours support at properties, as needed.
- Performs other job related duties as assigned.

Minimum Qualifications

- At least 2 or more years' experience in general maintenance involving plumbing, electrical, carpentry and HVAC.
- High School Diploma or GED.
- Valid and clean Driver's License with means of transportation.
- Familiar with power tools and forklift operation.
- HVAC Refrigerant Recovery Technician and Pesticide Application License (category 7G) a plus.
- OSHA 10 hour course a plus.

Physical Demands

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 individuals with disabilities to perform the essential functions. Must be able to lift up to 60 lbs.

While performing the duties of this job, the employee is regularly required to stand, stretch, walk, talk and hear. The employee is frequently required to use hands to handle or feel items such as equipment and machines. The team member is frequently required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may be loud and vary in temperatures.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name Printed

Employee Signature

Today's Date