

THE SALVATION ARMY JOB DESCRIPTION

Job Code - 5600

Title:
Property Manager

Employee Name:

Department:
Maintenance

Location:
Tulsa Area Command

Job Family:
Maintenance

Hire Date:

Reports To:
Business Manager

Directs Reports:
Maintenance Staff

FLSA:
Exempt

Revision Date:
02/23/2015

Job Summary

Plans, schedules and performs the day-to-day general maintenance and repair of buildings, vehicles, and equipment for all Tulsa-area facilities; performs a variety of skilled maintenance work for buildings, including heating, ventilation, and air conditioning, plumbing, electrical and carpentry work, as well as routine maintenance and repairs; negotiates and monitors all contracted maintenance services; ensures all equipment remains in proper working order and compliance with standard operating procedures and safety standards; operates a Salvation Army vehicle to pick up and/or deliver materials; maintains an inventory of all Salvation Army property.

Essential Functions

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Maintenance (60%)

Conducts preventive maintenance of all mechanical, electrical, and utility equipment and appliances and keeps accurate records of same; schedules and conducts routine inspections of vehicles, kitchen appliances, maintenance tools and equipment, as well as heating and air conditioning, elevators, telephone, security and fire alarm systems on a routine basis to ensure the long life of the same.

Troubleshoots and repairs mechanical malfunctions on heating and air conditioning equipment, maintenance tools and equipment, vehicles, kitchen appliances, roofing and determines need for contractors on major repairs of same.

Performs routine building maintenance activities; performs minor plumbing repairs due to leaking faucets and clogged toilets; performs carpentry work required to repair dents and/or holes in walls and paints walls.

Constructs and repairs building structures, walls, floors, ceilings, cabinets and furniture.

Performs skilled maintenance activities including construction, welding, brazing, soldering, and minor plumbing.

Installs electrical conduit, wiring, switching devices, controls, outlets, fixtures, motors, and other such equipment.

Assists in the maintenance of structures, fixtures, and décor through additions, repairs, adjustments, painting or replacement.

Supervises the maintenance and security of fleet of Salvation Army vehicles; ensures proper preventive maintenance and repairs at reasonable costs.

Repairs light bulbs, fluorescent tubes, spotlight, exit lights, and other minor lighting malfunctions.

Repairs toilets, urinals, showers, drains, etc.

Checks and repairs pumps, fans, valves, and motors.

Assembles and moves office furniture including chairs, desks, tables, bulletin boards, etc.

Maintains tools and machinery in good condition and uses all tools carefully and as instructed.

Provides transportation services as directed using Salvation Army vehicles for pick-up and delivery of supplies, materials, food products, donations, etc.

Opens/closes building as scheduled; displays special signs as needed.

Cleans carpets and upholstered furniture with power extractor.

Participates in loss control and safety programs to improve and control injury and loss experiences.

Orders and maintains an inventory of equipment for maintenance; prepares and maintains inventory of all Salvation Army property serial numbers.

Supervision (15%)

Directs, supervises and evaluates the performance of maintenance personnel for Area Command.

Processes, assigns and prioritizes daily work orders for all buildings and property under the administration of Tulsa Area Command.

Coordinates and oversees the work of contractors and outside service providers to ensure work is performed correctly and as scheduled; provides such reports to the Business Manager and the Area Commander as necessary.

Administrative Support / Clerical (10%)

Completes and maintains work orders, invoices/billing statements, requisitions, purchase orders, check requests and appropriate paperwork to ensure that all required work is properly documented and approved according to Salvation Army policy and procedure.

Reviews, monitors, and maintains all product warranties and guarantees to ensure maintenance and repair work is conducted in compliance with same.

Planning and Development (5%)

Coordinates with the Area Commander and participates in the planning and design of all maintenance and building projects.

Administrative and Financial (5%)

Develops & negotiates contract bids and agreements with outside service providers relative to property, building/equipment maintenance and repair; prepares such bids, contracts, and agreements for review by Area Command for approval as appropriate according to Salvation Army policy.

Other Responsibilities (5%)

Performs other related work as required

Materials and Equipment

Common tools associated with general maintenance of buildings and property.

Knowledge, Skills, and Abilities

Knowledge of the methods, materials, tools and practices used in at least two of the building, electrical, or mechanical trades.

Knowledge of plumbing, electrical construction and air conditioning equipment.

Knowledge of the occupational hazards and safety precautions of the trades involved.

Skill in the care and use of tools and equipment used in the trades involved.

Ability to ensure proper maintenance, repair, & security of buildings, grounds, & related equipment.

Ability to detect defects in equipment and to make proper repairs or adjustments

Ability to negotiate, supervise, and monitor contract maintenance services.

Ability to follow instructions and work with little or no supervision.

Ability to read, write, and communicate the English language.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

HS diploma, two years course work from a vocational or technical school in heating, ventilation and air conditioning, plumbing, electrical, and construction trades **AND** seven years progressively responsible experience performing skilled maintenance and repair work for commercial buildings and grounds with at least two years in a supervisory capacity **OR** any equivalent demonstration of training or experience which provides the required knowledge, skills, and abilities.

Certifications/Licenses

Valid State Driver License

Physical Requirements

Ability to meet attendance requirements.

Ability to perform strenuous, heavy work involving the lifting and carrying of heavy objects. Heavy work (as defined by the ADA): Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to perform continuous walking, stooping, standing and some climbing.

Working Conditions

Work requires driving a vehicle and working outdoors daily with exposure to physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt, and the like.

Statement of Purpose

This document provides descriptive information about the above Salvation Army position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. The Salvation Army reserves the right to make changes to this document as deemed necessary without providing advance written notice.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date