

PROPERTY MANAGER JOB DESCRIPTION

Division: Property Management

Position Title: Property Manager

Reports to: Director, Property Management

Position summary: The Property Manager provides day-to-day facility, lease administration and financial operations to the properties assigned in their respective portfolio.

The Sturges Property Management Department is seeking an initiative-taking, experienced property manager to work in a team environment for the management of commercial properties and commercial associations. If you possess a personality that is high energy, dedicated, and willing to go the extra mile, we are looking for you! Great customer service, ability to effectively communicate both written and oral, attention to detail, some accounting knowledge, and the ability to collaborate closely with owners, tenants and the SPG team are necessary for this position.

Position Responsibilities:

Maintenance Related:

- Weekly site inspections
- Nightly inspections monthly for light checks
- Receiving & acting on maintenance calls
- Bi-monthly vacant inspections
- Contracting to have vacant units winterized
- Inspecting contracted work
- Generate work orders
- Developing contractors
- Construction management projects including preparing specifications (at times) selecting bidders and soliciting for bids. Selecting wall/floor finishes and overseeing project to completion
- Winterization of property including shutdown of lawn irrigation system and cooling towers
- Scheduling for DST to adjust lighting and door access systems
- Spring start-up of cooling towers and lawn irrigation systems

Contracting for seasonal HVAC inspections
Contracting fire system inspections including sprinklers, fire panels, and fire extinguishers
Contracting inspections of emergency systems, i.e emergency lighting, exit signs, generators
Contracting elevator maintenance
Contracting and administrating landscape contracts
Contracting and administrating snow removal contracts
Contracting and administrating roof inspections/repairs/replacements
Contracting and administrating cleaning contracts including scheduling monthly inspections
Parking lot maintenance such as pothole repairs, sealing, striping, and overlays as required
On call 24/7 and provide back up for other Property Managers

Financially Related:

Weekly approval of invoices based on current budget
Budget administration and annual budget preparation
Collection/delinquency administration including securing legal advice and filing lawsuits
Recovery (CAM) billing as required (monthly, quarterly, semi-annual, or annually) including
Real Estate Taxes and Insurance
Bill backs to tenants for costs incurred relating to tenant responsible repairs/keys, etc.
Review and provide input of all year-end settlements
Monthly review of all financial statements including preparation of variance reports as required

Property Related:

Insurance incident reports and submission to Insurance Agent
Insurance administration to ascertain that all property insurance is in place with correct values
Property file administration
Building owner relationships including breakfasts, lunches, holiday gifts, and golf outings

Lease Related:

Lease file administration

Assist Brokerage with leasing & showing of space

Develop construction budgets for lease proposals

Lease admin- renewal and CPI adjustments

Lease Worksheet administration

Tenant Relations:

Building tenant relationships including monthly meetings with tenants (or as needed)

Tenant gifts from building @ holidays

Tenants move out and final inspections