



## PROPERTY MANAGER

JC: 000204

PG: AFI

BU: 31 (AFSCME)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, plans, organizes, and manages District-owned or leased building(s)/property as assigned; coordinates and manages all operational aspects of the property; monitors and communicates requirements of executed real property agreements to internal and external parties as needed, including right-of-way and transit-oriented development (TOD) agreements; serves as the primary liaison with the tenant(s) and leads contracted staff in the coordination of services and activities, financials, vendor selection and services, and manpower required for current and future needs of the building and operations; coordinates activities with other departments and outside agencies; provides complex support to senior management; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS**

This is an administrator-level classification which provides expertise in a specialized area or body of work and manages that program area. The incumbent is responsible for the detailed oversight of a BART-managed or leased property, which includes managing all business, financial, compliance, personnel, and management matters. The incumbent is also responsible for recommending property asset management system improvements to management, overseeing various contractors, and implementing and adhering to approved property asset management plans. This classification is distinguished from the Group Manager, Real Estate and Property Management in the latter's broader overall managerial responsibilities with respect to the negotiation, acquisition, and management of right-of-way, BART facilities, and other property within the District.

### **REPORTS TO**

Director of Real Estate & Property Development or his/her designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Oversees, supervises, evaluates, and participates in the property management functions at the MET building, including building engineering, maintenance, and repair, purchasing, room reservations and setup functions, mail room, copying services, janitorial, security and other support services.
2. Develops and implements annual building or property management, preventive and on-going maintenance plans; prepares and monitors the capital improvement budgets, monitor capital improvement programs and building reserves; oversees building modifications and repairs.
3. Controls and approves the procurement and expenditure processing, such as preparing bid specifications, coordinating bidding process and recommending award of purchase orders and contracts.

4. Ensures adherence to the approved budget for the property and closely monitors and reports on variances; forecasts cash flow for the property; reviews and reports on real estate tax assessments (if any), and ensures required municipal reports are filed correctly and in a timely manner.
5. Works with management and assists in the development of the overall strategic or asset management plans for properties ranging from individual BART facilities to BART's portfolio of real property, ensures the execution of the plans, and closely monitors progress and results towards the achievement of the strategic plans.
6. Ensures that on-site contractors are monitoring and enforcing the terms of all lease agreements, the billing and collection of rents, and other tenant charges in compliance with leases; guides and directs on-site contracted staff in all aspects of lease administration to ensure critical date master scheduling for reservations, deliveries, etc.
7. Ensures that contracted staff always establish and maintain open and positive relationships with tenants and occupants, ensuring that all services and needs are met and in compliance with BART standards, leases, and agreements; conducts periodic site visits, inspections and surveys and is responsible for developing and implementing standard operating procedures.
8. Participates in the development and implementation of property asset management priorities within the department; recommends and administers policies and procedures.
9. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
10. Plans, directs, coordinates, and reviews the work plan for assigned staff and contractors; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
11. Selects, trains, motivates, mentors, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Creates a system for monitoring all aspects of BART's long term permits, licenses and leases beyond the TOD program including, but not limited to, station retail.
13. Interprets real property agreements as requested by other BART departments and in coordination with a District Right-of-Way Surveyor and Office of General Counsel as needed (e.g., Homeless Encampments).
14. Works with the right-of-way team, monitors and negotiates or modifies as needed any existing interagency agreements affecting BART rights-of-way.
15. Modernizes and maintains the Real Estate & Property Development department's records management program.

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16. Work with internal and external partners as needed on audits, assessments, and other regulatory requests.
17. Manages accounts receivable for leases including TOD ground leases.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of real estate and property management.
19. Responds to, negotiates, and resolves controversial, difficult, and sensitive inquiries and complaints.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Methods and techniques of all facets of property operation and building management
- Principles, practices, and techniques of construction, building engineering, and leasing
- Principles and practices of project management
- Principles and practices of financial analysis and mathematic principles
- Principles and practices of contract administration
- Methods and techniques of real estate finance and development
- Methods and techniques of legal documentation of real estate and real estate transactions
- Federal, State, and local codes, laws, and regulations pertaining to real estate and right of way in California
- Methods and techniques of program development and administration
- Methods and techniques of supervision, training, motivation, and performance evaluation
- Methods and techniques of procurement and acquisition activities
- Current office practices, methods, and equipment, including computers and applicable word processing and spreadsheet applications
- Applicable federal, state, and local laws, codes, and regulations

#### **Skill in:**

- Managing several large commercial properties
- Developing and maintaining cooperative and professional relationships with employees and members of the public
- Managing complex lease projects and meeting deadlines
- Preparing and presenting complex effective written and oral reports to a variety of audiences
- Investigating, analyzing, and evaluating building operations, emergencies, and problems
- Participating in the development and administration of division goals, objectives, and procedures
- Assessing and developing real property asset management and records management procedures
- Interpreting, explaining, and enforcing real estate, right of way, and property development agreements, policies, and procedures
- Understanding and interpreting legal descriptions, agreements, and maps
- Drafting real estate related documentation
- Communicating clearly and concisely, both orally and in writing
- Overseeing, directing, and coordinating the work of lower-level staff

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- Selecting, supervising, training, and evaluating staff
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Maintaining accurate records
- Researching, analyzing, and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State, and local policies, laws, and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

### **MINIMUM QUALIFICATIONS:**

#### **Education**

A Bachelor's degree in real estate, business administration, public administration, economics or a closely related field from an accredited college or university.

#### **Experience**

Four (4) years of (full-time equivalent) verifiable professional experience in the area of management, acquisition, appraisal, or disposal of real property including right of way and real estate development. One (1) year of the required experience must have included administrative and/or supervisory experience. Public sector property management experience is preferred.

#### **Substitution**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

#### **Other Requirements**

Possession of a current Real Estate broker's license from the State of California is desirable. Designation as a Senior Right of Way Professional (SR/WA) by the International Right of Way Association is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; exposure to computer screens.

#### **Physical Conditions**

Requires maintaining physical conditions necessary for walking, standing, or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 1500 – Supervisor/Others  
**Census Code:** 0410 – Property, Real Estate Managers  
**Safety Sensitive:** No

### **CLASSIFICATION HISTORY**

**Created :** June 2019  
**Revised:** June 2023

