

JOB DESCRIPTION

POSITION TITLE: Property Manager
REPORTS TO: V.P. Property Management
SUPERVISES: Assistant Property Manager
Chief Engineer
Building Office Clerical Staff

Perspective

The Property Manager is charged with the day-so-day implementation of those policies, procedures and programs that will assure a well-managed, well-maintained building, placing maximum emphasis on positive response to the concerns and needs of the tenants and on increasing the value of the property being managed.

Scope of Responsibility and Authority

- A. Day-to-day operational management of the building to assure maintenance of approved quality standards.
- B. Supervision of all maintenance programs relating to interior and exterior condition and appearance of the property.
- C. Responsible for a positive and prompt response to requests from building tenants and to the requests from building tenants and to the implementation of ongoing contact programs to constantly assess tenant needs and to assure problems are being solved promptly and to the mutual benefit of the tenant and the property.
- D. Responsible for the selection of outside contract services, vendors, negotiation of service agreements, and day-to-day monitoring of vendor performance to assure full compliance with standards established within the service agreement.
- E. Responsible for the development and administration of the Business Plan, Action Plan, and Budget for the property. Upon approval of the Business Plan, Action Plan, and Budget, the Property manager is accountable for maintaining management practices within the parameters of the approved Business Plans, Action Plans, and Budget.
- F. Accountable for the collection, analysis, and reporting of such data as may be required to provide an accurate and current assessment of building management results.
- G. Responsible for the administration of all tenant leases in full compliance with lease provisions. The Property Manager is responsible for the timely determination of escalations, time collection of all rents and for undertaking appropriate action to help lease available space within the building.
- H. Responsible for ongoing meaningful communications with the owner's representative of the property and the appropriate Accounting Controller. Responsible for understanding and accomplishment of owner's goals and objectives for the project.

- I. Responsible for the day-to-day financial management of the property with specific attention to accounts receivable, collection activities, financial analysis, maintenance of accounts payable on a current basis (taking advantage of discounts wherever possible) and the maintenance of all necessary financial records and files in an accurate and timely manner.
- J. Charged with full compliance of all policies and procedures with respect to the administration of personnel employed, as part of the approved staffing tables.
- K. Accountability for compliance with on-the-job training activities for subordinates and trainees, working within the policies and procedures set out by Lincoln Property Company.
- L. Expected to become thoroughly conversant with and knowledgeable of the following aspects of Property Management.

- 1. Tenant Relations
- 2. Contract Services Administration
- 3. Lease administration
- 4. Leasing (Strategies and Negotiation)
- 5. Escalation
- 6. Construction and Tenant build-outs
- 7. Remodeling
- 8. Engineering and Preventive maintenance
- 9. Energy Management
- 10. Accounting and Financial Analysis
- 11. Budgeting
- 12. Business Plan
- 13. Activity reports
- 14. Security
- 15. Emergency Procedures
- 16. Policy Manual and Administration
- 17. Partner and Development Office Relations
- 18. Insurance
- 19. Garage and/or Parking Operations
- 20. Operations Sequence
- 21. Personal Administration
- 22. Training
- 23. Employee Relations
- 24. Management Skills
- 25. Tax Assessment (Annual)

26. JDE/MRI/Yardi