

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 005311  
Grade 21  
FLSA: E**

**PROPERTY MANAGER I**

**DEFINITION OF CLASS:**

This is supervisory work involving the planning, coordinating, monitoring and inspecting of day-to-day custodial and other property services, grounds maintenance and office relocation services provided by in house and contractual crews in County owned/leased facilities. Contacts include employees supervised, contractor supervisors, and staff of various departments/agencies to provide instruction/information, resolve problems, and identify and provide needed services. An employee in this class provides limited service or assistance to the public.

An employee in this class, working under the general direction of a higher level supervisor, is responsible for either supervising building cleaning and coordinating related maintenance (e.g., grounds work, pest control, ceiling tile repair/replacement and carpet cleaning) performed by in-house and contractual workers in a specific geographic area, or coordinating and providing relocation assistance for offices/supplies/ equipment by in-house or contractual movers. Employee may also be responsible for maintaining a warehouse and inventory (i.e., cleaning supplies, furniture, archived records). Employee is responsible for planning and assigning work to subordinates and contractors to optimize service delivery and reassigns work in response to emergencies or to priority assignments that arise. Work is reviewed for adequacy and soundness of services provided to departments and agencies. Guidelines are available in the form of Administrative Procedures and contract documents but employee uses judgment and deviates from existing guides to effectively and efficiently address and resolve unique problem situations. The complexity of this work is evidenced by the number of different contracts employees manage, the number of facilities they oversee and inspect on a regular basis and the number of offices and material moves to be coordinated with both in-house and contractual workers. Employee must know what to do and be able to make decisions in a multitude of situations with changing variables in order to keep facilities clean and operational under regular and emergency circumstances. The impact of work performed by employees is that it affects the appearance and safety of County facilities which are used by visitors and employees. Work is primarily performed inside County facilities but employee is required to occasionally spend periods of time standing and walking to inspect work performance or oversee the relocation of offices or surplus furniture.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Plans, assigns, schedules and evaluates work of employees involved in providing in-house cleaning services in County-owned/leased facilities within a geographic area.
- Oversees the work of contractors tasked with providing cleaning and maintenance services (i.e., cleaning, trash removal, grounds maintenance, carpet cleaning, pest control, window washing, etc.) in County owned and leased facilities to ensure compliance with terms and conditions of contractual agreements; keeps track of liquidated damages (services not provided) to be deducted from payments; validates and approves monthly invoices for payment.

- Meets with contractors, user agencies and landlords to resolve problems and exchange information.
- Receives, reviews, and evaluates complaints regarding cleaning and maintenance services in County facilities; determines and initiates appropriate corrective action in coordination with various governmental and commercial agencies.
- Develops bid specifications, evaluates bid proposals and quotations, recommends awards and initiates procurement action for a variety of goods and services (e.g., custodial services, pest control, refuse collection, grounds maintenance, office and agency relocation, fire extinguishers, etc.).
- Plans major and minor office and agency relocations; evaluates merits of contractual versus in-house accomplishment and implements the most cost-effective method of completion.
- Manages the operation of one or more warehouses which may require planning, developing and implementing an inventory control system and procedures for ordering, receipt, storage and issue of equipment, supplies, materials, records and/or furniture.
- Plans, coordinates and provides interior signs, markings and building directory systems for County facilities.
- Arranges for services from vendors for infrequent property services; compares prices and selects vendor.
- Researches and prepares reports, plans, recommendations, budgetary data and replies to correspondence as needed.
- May develop a training program to provide employees with instruction in proper accomplishment of duties and responsibilities and quality performance expected.
- May monitor leases, coordinating to have necessary maintenance completed in leased/owned space and inspecting completed work.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, practices and techniques of property management (e.g., grounds maintenance, cleaning apparatus, etc.).
- Knowledge of and ability to identify occupational hazards and proper safety precautions pertaining to building cleaning and related service operations.
- Ability to supervise the work of employees.
- Ability to assess situations and reach sound conclusions and recommendations through analysis of information and data.
- Ability to communicate effectively, both verbally and in writing.
- Ability to deal tactfully and equitably with people.
- Ability to attend meetings and perform work assignments at locations outside the office.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Two (2) years of experience in providing a day-to-day custodial/grounds maintenance/property management services.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

#### **LICENSE:**

- Possession and maintenance at all times of a valid class "C" (or equivalent) driver's license from the applicant's state of resident if required by the position of assignment.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam.

**Class Established:** April 1974

**Revised:** July 1979

May 1980

January 1988

**Classification Study:** May 1991 (M)

January 1996

August 2013

Medical Protocol per OMS Review: October 2022

**Formerly Titled:** "Property Manager"