



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PROPERTY MANAGEMENT TEAM MANAGER

<b>Group-Section:</b> Real Property Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 63 <b>Job #:</b> TM063
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### JOB SUMMARY

Responsible for the coordination and the technical oversight of Metropolitan's real property management and protection of real property and property interest. Areas of responsibility include the creation, monitoring and managing of deeds, sales agreements, leases, licenses, permits, easements, appraisal reports, and cost and feasibility studies.

### OVERSIGHT

**Oversight Received:** Receives direction from the Unit, Section or Group Manager.

**Oversight Given:** Manages and supervises a staff of professionals, technicians, paraprofessionals, and administrative support.

### JOB DUTIES

#### Common job duties for team managers:

1. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, mentoring, and performance assessment; determines priorities and aligns work load; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; and ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input re: policy and procedures; and reviews and approves time, reimbursement requests, and purchases.
3. Leads staff in development of organizational vision, strategies, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities, and standards for achieving organizational goals; and reviews and reports on status of all organizational activities.
4. Works collaboratively with Metropolitan's staff and managers. Engages with the project managers to ensure project objectives are at par with and serve to protect Metropolitan's properties and interests.
5. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
6. Performs other related duties as required.

**Duties specific to this position:**

1. Manages the daily operations of the Property Management Team including coordinating inquiries for secondary uses of Metropolitan's real property through other groups; soliciting leasing of property; preparing transaction analysis and property rights research; administering leases and semi-annual inspections for lease compliance; maintaining real property inventory; and ensuring transactions do not compromise Metropolitan's infrastructure.
2. Manages professional services and consultants; prepares scope of work in Requests for Proposal or Qualifications; evaluates and selects consultants for professional services; prepares and negotiates agreements with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
3. Reviews prepared documents including leases, licenses, entry permits, easement deeds, quitclaim deeds, and grant deeds to public and private entities for legal compliance; and processes disclosures for County Possessory Interest Taxes.
4. Manages and supervises the processes of the sale of surplus property; identifies and monitors potential surplus property; obtains Board approval to declare property as surplus; prepares property marketing plans; and solicits sale of property and processes escrows.
5. Works collaboratively with Metropolitan's staff and managers to protect Metropolitan's real property and rights of way, and systematically identifies and resolves encroachment situations. Establishes, monitors and modifies the policies and procedures of the encroachment program to ensure that ongoing conditions/issues are addressed in a timely manner, and are resolved to ensure the security and protection of Metropolitan's real property.
6. Meets with managers of other groups to coordinate projects; and negotiates with potential buyers and lessees.
7. Works with Metropolitan's staff and managers; establishes and monitors best business practices. Defines procedures to optimize functions for the Team, establishes key performance indicators and provides input to Metropolitan's policy and procedures.
8. Oversees the technical work of the team including administration of the database program for contracts and assignments.
9. Performs other related duties as required.

**EMPLOYMENT STANDARDS**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university with a major in real estate, business administration, engineering, or a related field and ten years of

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progressively responsible real estate and/or property management experience, of which two years must have been in a supervisory level; or an advanced degree (i.e., master's or doctorate) from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of (common for team managers):** Management and supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; Metropolitan organizations; and Metropolitan facilities and operations.

**Required Knowledge of (specific to this position):** Principles of real estate law, principles and practices of real estate management; real estate market analysis and finance; environmental processes as they pertain to real estate; urban land development; and negotiation techniques.

**Required Skills and Abilities to (common for team managers):** Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the Section and Group; and represent Metropolitan on various business transactions as needed; negotiate project or contract changes; encourage and facilitate cooperation; gain consensus from different units within the organization; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; resolve conflict regarding budgeting, scheduling, funding, and procurement requirements.

**Required Skills and Abilities to (specific to this position):** Review work products for adherence to real estate laws and Metropolitan policy; and use business and real estate applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

In addition to the driver license requirement, employees in this position will be required to obtain and maintain one of the following certifications and licenses:

#### **Certificates**

- Senior Right-of-Way Professional (SR/WA) designation with the International Right-of-Way Association; or

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**Licenses**

- California State Licensed Real Estate Broker; or
- California State License Certified General Real Estate Appraiser
- Valid California Class C Driver License that allows you to drive in the course of your employment

**Registrations**

- None

**DESIRABLE QUALIFICATIONS**

**Certificates**

- Certified Commercial Investment Member (CCIM) designation with the CCIM Institute;
- American Institute of Certified Planners (AICP) designation with the American Planning Association;

**Licenses**

- License in good standing as a Professional Engineer (PE);
- License in good standing as a Professional Land Surveyor (PLS);
- California State Bar Member (member in good standing, with either active membership or the ability to activate membership prior to employment)

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements