

NEW CASTLE COUNTY GOVERNMENT

Number 0352

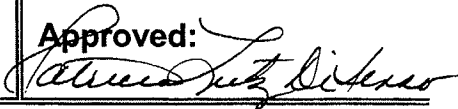
CLASS SPECIFICATION

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Date 05/01/01

Title: PROPERTY MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Manages and supervises all property and maintenance and construction activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the management of property maintenance, forestry and construction programs within the Special Services Department. This employee is responsible for the overall adequacy and adherence to established maintenance standards and works under general supervision.

EXAMPLES OF WORK: (Illustrative Only)

- Manages, assigns, schedules and directs the work of employees;
- Manages, plans, develops and oversees a County-wide property maintenance program;
- Supervises, trains, instructs and evaluates employees;
- Prepares the operating budget for the Property Maintenance Section and provides input for the capital budget;
- Attends meetings of special interest groups to explain and interpret programs;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the basic techniques and methodology of property maintenance; ability to read construction plans, blue prints, utility plans, topographic plans and other construction related plans; ability to effectively supervise employees; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years supervisory experience in property maintenance and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 11/01/97
Revised: 05/01/01