

FAYETTE COUNTY COMMUNITY ACTION AGENCY, INC.

JOB DESCRIPTION

TITLE: Director of Property Management

REPORTS TO: Director of Operations

RESPONSIBILITIES:

- Arrange and coordinate the annual fire inspections.
- Arrange and coordinate the annual internal inspections.
- Arrange and coordinate the completion of any corrective action needed.
- Maintain a schedule of maintenance needs for all facilities.
- Assign and monitor activities of maintenance team.
- Develop and monitor the process to report maintenance needs for all facilities.
- Develop and maintain process for requesting purchase orders.
- Evaluate long-term needs in relation to major projects and property needs.
- Maintain facility leases and monitor budgets.
- Secure bids and make recommendations for purchase.