



Job Description Example
Property Management Director

Property Management Director

Duties & Responsibilities:

- Directs the safe, reliable, and economic operation and maintenance of corporate properties in the [city] metropolitan area.
- By encompassing various divisions and affiliates, ensures the functionality of the building environment by integrating people, place, process, and technology.
- Provides oversight and management to the facility maintenance and modification projects impacting the facilities.
- Manages the long-term strategic plan for facility infrastructure maintenance.
- Develops and manages the section's budget and is responsible for forecasting expenditures and internal controls.
- Leads the team through process reviews and coordinates the change management for process improvements.
- Recommends changes to business practices as appropriate.
- Manages customer expectations, inquires, and complaints by maintaining appropriate customer relations processes to maximize customer satisfaction.
- Executes leadership responsibilities so as to ensure the Operations, Maintenance, Facilities Engineering and Project Management employees perform their jobs in accordance with corporate goals, objectives, and values.
- Functions in a collaborative relationship with Company X, and others to assure that their programs and projects are coordinated with property management initiatives and directions.
- Maintains appropriate external relationships so as to make possible the carrying out of these responsibilities while promoting the corporation's goals and objectives.
- Responsibilities also include management of the correspondence mailing operations, as well as related office services as requested and required by the corporation and its various lines of business.