



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> PROPERTY MANAGER	<b>Grade:</b> 17
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 1252
<b>Reports To:</b> CFO / Chief of Administration	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the CFO / Chief of Administration, is responsible for purchasing, maintaining and distributing the uniform inventory, including maintaining all records and reports. Responsible for maintenance of the Office buildings, including Department grounds. Manages the department vehicle fleet, which includes purchasing, record keeping, registration, sales, service, and oversees maintenance and records on pool vehicles. Works as the liaison with the State Fleet Manager and other related agencies. Conduct the vehicle and surplus property auctions. Supervise the Property Technician, Property Assistant and janitorial staff. Responsible for the mail room operations including the receipt and distribution of mail, all postage equipment and purchasing general office supplies. Communicate and respond to requests from the public and Department personnel regarding any property matters. Work with the Division Chief to develop and monitor the Property Section's annual operating budget.

### JOB DUTIES:

Supervise the mail room, including pick up of daily mail, and delivering the daily deposit to the Treasurer's Office.

Ensure building is inspected daily, and maintenance is scheduled as needed, and supervise janitorial staff. Supervise and/or coordinate yard maintenance and building repair and maintenance.

Responsible for quality control and serve in an advisory capacity in establishing policy to guide work of employees. Serve as a mentor and orient new employees by providing training and instruction on a continuous basis.

Coordinate and issue uniforms to Department personnel. Maintain records on the status of each employee's uniform allowance account, and maintain the uniform inventory.

Provide assistance in delivering special correspondence to other state agencies.

Conduct annual inventory of Department uniform needs and advise supervisor of needs. Order Department uniforms for all divisions through Department purchasing guidelines.

Order, pick up and distribute new license plates for all Department vehicles.

Responsible for maintenance and servicing of pool vehicles for the Department.

Responsible for ordering and receiving new vehicles, including tag application, tagging and affixing Department decals. Is also responsible for removing such items and other necessary equipment from vehicles before auction or sale.

Maintain complete records of operating cost for Department vehicles until the vehicle is sold. Coordinate and compile monthly vehicle reports for entire Department and State Fleet Manager.

Coordinate surplus equipment and vehicle auctions. Prepare vehicles for auction, schedule auction site, move vehicles and surplus equipment to auction area, and provide notification to the public.

Responsible for monitoring and processing inventory for the Department.

Prepare schedules, budgets, and job completion reports on assigned projects.

May be required to perform other duties as assigned by the CFO / Chief of Administration.

**Must have the ability to:**

- Lift and carry materials up to 50 pounds.
- Handle and use power tools (electric hand saws, drills, grinders, etc.), operate vehicles (2/4 wheel drive, automatic/standard, with trailer attached), riding or push lawn mowers, forklift, and other various types of lawn and building maintenance equipment.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Walk or jog over rough terrain for extended periods.
- Use personal computer and various office equipment.
- Work extended hours, weekends, and work outdoors in extreme weather. May be required to stay overnight out of town.

**Requirements:**

**EDUCATION and EXPERIENCE:** High School diploma plus two years formal training in a related area, plus three years experience, or High School diploma plus nine years related experience in maintenance of vehicles, property and general equipment maintenance.

**KNOWLEDGE AND SKILLS:** Requires skill in the use of the following machines: computer, adding machine, vehicles, postage meter, equipment, grounds, building and vehicle maintenance, small hand and carpentry tools. Must have skill in exercising good judgment in analyzing situations and making decisions and in establishing effective working relationships with other employees, other State Agencies and the general public.