

Property Manager - Water

Reports to: Water Director

Supervisory: Yes

FLSA Status: Exempt

Grade: N

Department: Water Department

Summary: Plans, organizes, coordinates and administers city-owned public lands, property leases, non-routine programs, activities, and projects related to the Lake Bloomington and Evergreen Lake areas, and other various properties managed by the Department. Establishes procedures, practices, and work methods associated with property management, lease provisions, and lake parks maintenance activities to ensure efficient operations and effective coordination with staff, lake residents (i.e., Lake Bloomington Homeowners Association), realtors, and the general public. Work is reviewed under the general direction of the Water Director.

Manages approximately eight (8) full time and seasonal employees in the Water department. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include property management and ordinance enforcement in a highly regulated environment; project management and execution; interviewing, hiring, and training of employees; planning, assigning, and directing work; responding to emergencies after-hours and handling of weekend calls; appraising performance; addressing complaints and resolving problems, subject to the review of the Water Director.

Essential Functions:

Other duties may be assigned. (This list may not include all of the tasks and/or knowledge which may be expected of the employee, nor does it cover all of the specific duties which may be required).

- Manages and maintains all Water Department residential, non-for-profit, and commercial leases; works with the Legal Department to update and maintain all leases and lease transfer packets; prepares lease transfer packets for all residential leases.
- Coordinates with other Departments to ensure permits for structures at Lake Bloomington are tracked and managed appropriately. This includes docks, sheds, sea wall installations, home remodels and new home construction.
- Prepares and analyzes yearly cost of service projections for the Lake Bloomington community in a fiscally responsible manner that provides appropriate levels of services to Lake Bloomington residents.
- Compiles priority based budget programs and projects through detailed cost/benefit analysis.
- Coordination / /Management of the Lake Evergreen Lease with McLean County Officials.
- Prepares and maintains a detailed Land Use Plan, emphasizing water supply protection and the intended use of City owned marginal lands and reservoirs that are accessible to the general public and lease holders.
- Provides guidance to the civilian lake patrol staff to ensure that all ordinances and codes are enforced in order to provide a safe environment for the residents and recreational users of Lake Bloomington; attends Administrative Court hearings as needed.
- Assigns and supervises work of the lake parks maintenance and civil lake patrol staff.

- Participates in the hiring process, and assists in the oversight of safety and training programs for the division.
- Monitors and tracks time and attendance for approximately three (3) full-time and five (5) seasonal employees, documents leave use and availability of work scheduling. These employees may be assigned to multiple work areas.
- Ability to recognize and develop Standard Operating Procedures.
- Consults with other departments or agencies, meets and corresponds with consultants, contractors, lake residents, realtors, and the general public to resolve concerns.
- Participates in and directs the attainment of goals and directives set forth by the Water Department's Strategic Plan and other City of Bloomington goals.
- Communicates technical and non-technical information clearly and effectively, both orally and in writing, with other City staff, public officials, external entities, and the general public.
- Uses tact, patience, discretion, initiative and independent judgment within established guidelines.
- Reads, analyzes, and interprets professional reports and studies, technical procedures, professional guidelines and government regulations as appropriate to the area of responsibility.
- Responds to, documents, and resolves complaints from City stakeholders.
- Prepares detailed records on work performed, materials used and the distribution of man-hours to various accounts.
- Ensures regulatory compliance and efficient system operations by coordinating work efforts with the Superintendent of Purification.

Qualifications:

1) Education/Experience:

- a. Required
Bachelor of Science (B.S.) Degree in public administration management or business architecture, engineering, construction management, economics, real estate, or closely related field.; experience in public property management and construction maintenance, and two (2) years of property management and one (1) year supervisory experience; or any equivalent combination of education and experience.
- b. Preferred
Bachelor of Science (B.S.) Degree public administration management or business; considerable experience in public property management and construction maintenance, and three (3) years of property management and three (3) years supervisory experience; or any equivalent combination of education and experience.

2) General Skill Levels:

Knowledge of:

- City, county, state, and federal regulations as they pertain to the property management and water supply resources.
- Department properties and services provided to the public.
- Maintenance procedures and techniques for public lands, roads, and rights-of-way.

- City ordinances, budget and purchasing procedures and the ability to apply same.
- Tenants of supervision and motivation of employees and of work standards and performance.
- Interpretation of construction and site development plans.
- Erosion mechanics and control.
- Budget management and cost accounting principles.
- Residential, non-for-profit, and commercial lease terms, conditions, and processes.
- Review and interpretation of permitting requirements and associated design and plan requirements.

Skills:

- Operation of all types of watercraft.
- Interpretation of City policies, ordinances, and procedures.
- Long range planning ability.
- Preparation of annual operating and capital budget items, and resolving any projected revenue and budget variances.
- Performing cost-benefit analysis and estimating financial impacts associated with services provided and proposed capital projects.
- Coordinating and preparing leases, and the associated transfer packets.

Ability to:

- Use word processing, spreadsheet, database, Internet and email software, and City applications as needed by the Department.
- Plan, layout, and supervise the work of subordinates engaged in various remote assignments.
- Manage functions, resolve conflict and work harmoniously with department heads, officials, employees, outside professionals and the general public.
- Effectively communicate technical data verbally and in written form.
- Prepare detailed work reports, including through the manipulation of computerized databases.
- Direct, appraise and discipline staff in a respectful and constructive manner.
- Share responsibility with others and delegate responsibilities as appropriate.

3) Certificate or Licenses:

- a. Required
Illinois Driver's License.
- b. Preferred
Illinois Class D Water Operators License.

4) Physical Requirements/Working Conditions:

Work is performed in both office and field environments. Work requires driving between work sites, City facilities, and occasionally to other locations for meetings, sometimes outside of normal work hours. The physical demands on this position may include lifting and manipulation of heavy objects, primarily for demonstration and training, but in most cases physical activity is of an oversight nature. Oversight activities may take place in dusty, moist or humid conditions and in a range of outdoor temperatures.