

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2366100

Property Manager 1, Grade 18 2366100
Property Manager 2, Grade 22 2366200
Property Manager 3, M-1 2366300

Brief Description of Class Series

Property Managers perform office and field duties directed at the construction, acquisition, rehabilitation, and maintenance of office space utilized in New York State agency operations.

Distinguishing Characteristics

Property Manager 1: entry level; serves as an assistant manager to a higher-level property manager or manages properties with less than 1,000 employees where decision making involves routine property management services.

Property Manager 2: first supervisory level; independently performs the full range of property management duties for a single property with more than 1,000 employees, or for a number of agency-owned or leased properties for a large geographic region of the State.

Property Manager 3: managerial level; manages all agency properties; supervises subordinate property managers assigned to a cluster of properties and/or a specific geographic region of the State and conducts Statewide space planning and policy development activities.

Related Classes

Building Space Analysts develop plans for the allocation and utilization of office space in buildings owned and operated or leased by New York State.

Public Buildings Managers plan and supervise the operation, maintenance, safety, and physical access control of State facilities. Incumbents implement policies and procedures and execute management directives at assigned facilities.

Real Estate Specialists collect, acquire, review, and reconcile assessment and real property data, prepare and review appraisals of real estate and real property interests, perform ownership and real estate title research, assist in the disposition of State-owned real estate, and negotiate with private owners concerning the State's acquisition of real estate and real property interests.

Illustrative Tasks

Property Manager 1

Under the general direction of a Property Manager 2 or higher-level administrator, develops proposals for acquisition of space.

- Reviews, evaluates, and develops requests, proposals, and justification for the procurement of new space and/or the improvement, addition or alteration to existing premises
- Confers with management on space requirements and related expenditures.
- Conducts studies to determine optimum location of staff and equipment within the office.
- Resolves problems arising from the conflicting needs of various offices.
- Prepares space layouts, plans and specifications, including workflow and needs such as telephones, electrical installations, storage, movable partitions, air conditioning, acoustical ceilings, and parking.

Develops specifications for compliance with building occupancy codes and life/safety and accessibility provisions for a disabled person.

- Evaluates layouts, office locations and requirements to determine economic feasibility.
- Prepares formal requests to the Office of General Services for the procurement of new space and/or the improvement, addition or alteration of existing premises.

Evaluates suitability of recommended locations received from the Office of General Services.

- Obtains blueprints from landlord and evaluates layout and space against program needs.

- Evaluates sites based on suitability as to size and configuration, adaptability to Department needs, availability of parking and public transportation and accessibility for a disabled person.
- Develops detailed specifications for review and approval by agency management and Office of General Services management.

Authorizes the Office of General Services to negotiate leases.

- Reviews and evaluates leases and temporary occupancy agreements submitted by the Office of General Services.
- Obtains clearances from program management and discusses needs for modifications with the Office of General Services.
- Prepares applications for funding authorization.
- Consults with Counsel's Office regarding clarification of legal implications of leases and other property related contractual agreements.
- Conducts on-site inspections of construction to ensure that work is in accordance with plans and specifications.
- Negotiates and processes lease modification agreements through the Office of General Services.
- Arranges for temporary occupancy and hold-over tenant occupancy agreements for expired leases.

Initiates and coordinates office moves.

- Obtains and reviews bids received from moving companies.
- Secures authorization to fund move.
- Arranges for the most cost-efficient move based upon analysis of occupancy date and vacating date.
- Provides instructions to program management on the preparation for moves.
- Resolves problems between agency personnel and moving company.
- Seeks reimbursement for missing or damaged property.
- Investigates and adjusts complaints relating to conditions or premises to be occupied.

- Coordinates telephone and data line relocations.
- Coordinates with utility companies to ensure all utilities are discontinued at old location and available at new location.

Conducts periodic inspections of premises occupied by the agency to ensure compliance with lease terms and custodial contracts, and to inspect overall office conditions.

- Investigates complaints regarding sanitary conditions, hazards, ventilation, cleanliness, light, and heat; makes adjustments to correct deficiencies and/or contacts landlord to remedy the problem.
- Reviews progress of work required to remedy deficiencies.
- Prepares reports and correspondence delineating problems in case of non-compliance.
- Obtains authorization to reduce rental payments in cases of non-compliance.
- Secures bids from contractors to perform work on premises when deficiencies are not remedied in accord with contractual and lease agreements.

Attends grievance meetings and hearings regarding property related matters.

Receives, reviews, verifies, and authorizes payment of vouchers received from landlords and contractors. Verifies accuracy and approves vouchers for payment related to realty taxes, electricity, labor, and improvements.

Property Manager 2

Independently oversees the operation of properties in an assigned geographic region or a cluster of facilities.

In addition to the duties described for Property Manager 1, supervises Property Managers 1, and may supervise agency building maintenance and/or trades staff.

- Provides technical direction to Property Managers 1 on specific tasks.
- Approves time off requests; signs timecards; and completes performance evaluations.

Develops construction or rehabilitation plans and work schedules.

- Drafts building or construction plans on Computer Assisted Drawing (CAD) system.
- Solicits cost and bid proposals for new building and rehabilitation projects.
- Evaluates cost factors and determines whether to proceed with project development; and recommends alternative course of action.
- Coordinates activities of outside contractors with agency staff and tenants.
- Attends project job meetings; acts as agency representative.
- Conducts field visits to inspect new work to ensure conformance with contract drawings and standards.
- Resolves problems and disputes with landlord to support local program managers.
- Evaluates project status; reviews reports submitted by staff or personally discusses status with staff.

Property Manager 3

In addition to the duties described for Property Manager 1 and 2, supervises Property Managers 1 and/or 2 and may supervise agency building maintenance and/or trades staff.

Manages all properties in the State for an agency.

- Sets operational policies, plans, and procedures.
- Compiles, reviews, and recommends staffing proposals, fiscal plans and budget requests.
- Reviews space planning proposals and justifications; approves requests for alterations of department premises.
- Directs the inspection of all department buildings to ensure compliance with leases, contracts, codes, and regulations.
- Represents the Department in negotiations with the Office of General Services, , the Office of the State Comptroller, , Division of the Budget, Department of Law, real estate agents, landlords and administrative and field office personnel of an agency concerning procurement of space, alterations, specifications and funding.

Minimum Qualifications

Property Manager 1

Open-Competitive: bachelor's degree and completion of a two-year traineeship.

Property Manager 2

Promotion: one year of service as a Property Manager 1.

Property Manager 3

Promotion: one year of service as a Property Manager 2.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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