



## Estate/Residential Property Coordinator Job Description

### JOB INFORMATION

<i>Job Code:</i>	179486
<i>Job Title:</i>	Estate/Residential Property Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; Leads one or more employees performing similar work.; May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Serves as team leader/coordinator responsible for overseeing property management operations and/or other related projects at the University President's Residence (UPR). Provides leadership and direction for day-to-day operations and administrative activities. Inspects and maintains property including providing guidance and direction to Residential Groundskeeper and Executive Housekeeper. Manages vendor relationships and reviews all associated contracts. Administers operating budget and works with staff to ensure appropriate implementation of the budget. Maintains property financial records and project files. Develops staffing schedule and addresses any issues in regards to traffic flow in and out of the property. Takes service requests and works with facilities team to ensure adherence to customer service standards. Ensures that any operational issues are dealt with in a timely manner and proper follow-through is done.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
X		Specialized/technical training	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related property management experience or mechanical/structural maintenance experience.
	X	Prior property and project management experience in a fast-paced environment.
	X	Licensed technician and/or commensurate property management experience.
	X	Knowledge of alarm, security and emergency maintenance.
	X	Experience with short- and long-term facilities projects.
	X	Demonstrated interpersonal skills.
	X	Ability to communicate clearly and effectively.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides property management coordination for property projects, upgrades, repairs, maintenance and record keeping. Coordinates and develops yearly maintenance schedule of all services such as coordinating painting, electrical and/or plumbing needs, etc.				
Administers, maintains and balances day-to-day operating budget including processing transactions, tracking and reconciling budget activity and preparing status reports. Participates in the budget implementation process for deferred maintenance and future fiscal year projections.				
Assists in the development of short and long-term facilities projects for senior management approval. Maintains property financial records and project files.				
Oversees and coordinates large and small event set up such as dinners, holiday parties, entertainment of guests and presidential meetings. Grants access to staff, external vendors and event coordinator to the property as needed.				
Inspects property regularly to ensure security and safety are maintained and that any operational issues are dealt with in a timely manner and proper follow-through is done.				
Serves as team leader for facilities staff including Residential Groundskeeper and Executive Housekeeper. Provides guidance and assistance with scheduling resources, coordinating work assignments and work schedules. Coordinates work orders with facilities team and provides feedback in regards to the quality of work.				
Maintains security, camera and alarm systems of the property. Serves as first point of contact at all times, day and night for alarm, security and emergency maintenance issues.				
Coordinates and manages property business, schedules and maintains project calendar. Develops daily calendar updates for meetings and calendar of events. Maintains daily log of property activities.				
Provides customer service/owner relations. Maintains open dialogue with senior management including the first family and senior management regarding physical condition of estate, projects maintenance, financial issues, etc.				
Manages household purchases and repairs such as purchase orders, residential repairs, supplies and materials, staffing supplies and any related items to maintain the property. Serves as coordinator responsible for pro-card charges related to household purchases.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.