



Supervisor - Real Property Services

Details

Job ID : 341

Title : Supervisor - Real Property Services

Job Code : 1114

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR SUPERVISING REAL PROPERTY STAFF AND OVERSIGHT OF MAINTENANCE, RENOVATION, AND LEASING.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN BUSINESS OR CONSTRUCTION MANAGEMENT

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- SUPERVISES REAL PROPERTY STAFF
- ASSIGN JOBS TO STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- PROVIDES OVERSIGHT ON RENOVATION, SPACE PLANNING, AND LEASING PROJECTS
- RECOMMENDS CORRECTIVE ACTION TO COURT OFFICIALS AND CONTRACTORS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS
- ATTEND MEETINGS TO OFFER SOLUTIONS ON MAINTENANCE, OPERATIONS, AND SPACE ISSUES IN URBAN GOVERNMENT FACILITIES
- OTHER DUTIES AS ASSIGNED