

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Property Manager I	Working Title: Facilities Coordinator
Class Code: 1990	Salary Group: B18
FLSA Status: Professional, Exempt	EEO Category: Professional
Division: Agency Operations	Supervisor: Chief Operating Officer

GENERAL DESCRIPTION

Perform routine coordination of facility support services to provide an optimal work environment for PUCT employees. Responsible for asset management and inventory, in compliance with established State property management requirements, loss prevention controls, and procedures. Work involves acting as the liaison with multiple State agencies in planning and executing agency facility requests while providing assistance to staff and the general public. May supervise the work of others. Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Provide support and collaborate in the planning, development, and implementation of agency operations.
- Serve as a primary liaison to the Texas Facilities Commission (TFC) and the Comptroller of Public Accounts (CPA) on facilities and asset management.
- Monitor compliance with requirements, laws, regulations, policies, and procedures for agency facilities and asset management.
- Assist program staff in resolving facilities issues or implementing facilities improvements.
- Assist in the preparation of administrative reports, studies, and specialized projects.
- Serve as PUC Property Manager pursuant to TAC, CHAPTER 5, SUBCHAPTER O, §5.200. and Texas Labor Code §412.054.
- Coordinate, schedule, and conduct inventory on stock and merchandise; review inventory control records and reports; and review and maintain inventory databases in cooperation with PUC Fiscal section and in accordance with State Comptroller Guidelines.
- Coordinate the disposal of surplus property through TFC in accordance with State Comptroller Guidelines.
- Review and assign inventory numbers to items, and monitor inventory and stock control records following loss prevention and agency guidelines.
- Issue office keys to appropriate personnel and ensure keys are logged in and out of the key inventory system.
- Verify the receipt of inventory or supply shipments and oversee the loading and unloading of stock.
- Assist with reviewing inventory and asset management procedures, policies, and controls and may recommend improvements.
- Assist with PUC receiving, to deliver, pick up, or receive documents, supplies, furniture, equipment, or materials; check for quantity and quality; and make arrangements for repairs and services.
- May train other employees who serve in a back-up capacity.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Minimum of three (3) years' experience performing complex administrative support work or facilities support.

PREFERRED QUALIFICATIONS

- Previous experience working in a state agency.
- Previous experience working in a liaison capacity with other State agencies.
- Previous inventory and asset management experience with a State agency.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must possess the required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed satisfactorily.

- Knowledge spelling, punctuation, grammar, and arithmetic calculations.
- Skill in using a personal computer, office equipment and business systems.
- Ability to prepare and maintain records, files, and reports.
- Ability to transfer furnishings and equipment from one location to another.
- Ability to gather, correlate, and analyze information; to devise solutions to problems
- Ability to communicate effectively, and to train others
- Proven ability to adeptly manage multiple priorities; a person who "gets the right stuff done".
- Demonstrated ability to adapt, innovate and lead in an environment that moves at a rapid pace, where change is common.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is not eligible for telecommuting and must be present in the office Monday – Friday.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 50 pounds.