The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. The following job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities and qualifications of employees to do this job. Church management may amend, add and change responsibilities to meet business and organizational needs as necessary.

Essential Functions of the Director of Property Management are:

- Supervises a four member team which includes the Construction Manager, Department Administrative Assistant, Facility Maintenance Technician, and Claims/Risk Management Administrative Assistant.

- Primarily responsible for coordinating the development of all new construction and renovation projects in the Diocese to ensure compliance with all diocesan policies and procedures.

Job Duties

- Construction Management
  - Responsibilities include working with entities in choosing and approving architects, engineers and contractors and receiving bids, awarding contracts, and approving construction advances.
o Interacts with architects, contractors, subcontractors, and city inspectors throughout the design and construction process and particularly when a question arises.

o Drafts and approves contractual language on contract documents.

o Oversees insurance coverage, review coverage limits, waiver of subrogation, and additional insurance status for all contracts relating to construction.

o Plans and conducts monthly Diocesan Building Commission meetings in support of their duties relative to the review and approval of design and construction projects. Ensures that accurate minutes of the meetings are recorded and follow up letters to participants are disseminated.

• **Facilities Management**
  o Serves as a resource to diocesan entities on maintenance and construction needs. Promotes the Diocesan Facilities Maintenance Group as an opportunity for interaction on facilities issues.
  o Manages maintenance of certain diocesan properties, including the Catholic Center building, various campus ministry facilities, Bishop’s residence and Cursillo Center.
  o Serves as the diocesan contact for the negotiation and procurement of electrical power for diocesan entities. Assists with resolution of electrical utility issues when they arise.
  o Serves as a resource to the diocesan Risk Manager whenever situations or emergencies arise as a result of a loss claim to real property in the diocese.

• **Property Management**
  o Manages the process for the acquisition and sale of diocese real estate property.
  o Responsible for property tax issues, tax-exemptions
  o Responsible for property leases
  o Responsible for overseeing outsourced oil and gas leases
  o Responsible for easements and right-of-way negotiations.

**Qualifications**

• Architectural, engineering, or construction management or related experience necessary.
• Experience with AIA contract process.
• Bachelor’s degree in a related field is preferred.
• At least 5-10 years of experience in a related field.
• Ability to read blueprints and specifications.
• Knowledge of the construction industry and how to effectively interact within it.
• Ability to read, construct, and be responsible for contracts.
• Interpersonal communication skills and effective presentation skills.
• Ability to negotiate and lead a group to consensus
• Experience in, and knowledge of, Catholic Church structure and processes.
• Ability to negotiate and lead a group to consensus

**Working Conditions:**

• Full time, 40 hours per week, including some night and weekend work.
• Physical functions require in the job include sitting, walking, and standing; use of hands to manipulate objects; reaching with hands and arms; fluent speech; adequate vision and hearing; and the ability to sit for extended periods of time.
• Office in the Catholic Center.
• Must possess a current driver’s license and the ability to provide reliable transportation in order to travel to job sites and meetings within the diocese, as necessary to accomplish job duties.

**Signatures:**

________________________________________  ______________________________
Employee  Supervisor

________________________________________
Date