



# CITY OF HOUSTON GENERAL SERVICES DEPARTMENT

## PROPERTY MANAGEMENT DIVISION

The Property Management Division's mission is to pursue customer satisfaction by providing quality infrastructure maintenance, repair and renovation for client departments in an effort to keep properties safe, energy efficient, secure and operational.

### Career Opportunity Examples:

#### **Management**

- Chief of Operations
- Division Manager
- Superintendent
- Heating and Air Conditioning Lead
- Maintenance Supervisor

#### **Support Staff**

- Senior Contract Compliance Officer
- Administrative Assistant
- Customer Service Representative

#### **Skilled Trades**

- Chief Stationary Engineer
- Stationary Engineer
- Maintenance Mechanic I, II, III
- Electrician
- Plumber
- Carpenter
- Custodian







# PROPERTY MANAGEMENT DIVISION

Sample of job skills required to qualify for Property Management positions:

## Division Manager

- Serves as single point of contact for client department and is responsible for conducting day to day business operations activities for assigned group including: emergency planning/preparation; work coordination; monthly effectiveness reports; business plan development and execution; budget preparation; operating procedures and various special projects.

## Superintendent

- Responsible for conducting day to day operations of the division.
- A Superintendent will review the work order system and assign work to Field Technicians based on priority and available manpower. He/she will also meet with client department liaisons, contractors and division management to plan work execution and to ensure projects remain within budget while monitoring crew needs and purchasing equipment and supplies to support work execution.

## Administrative Assistant

- Provides clerical support to Division Chief of Operations and Division Managers.
- The Assistant will compile information, draft correspondence, develop reports, perform purchasing duties for division and will also answer phone calls, arrange meetings for the supervisor, take notes and greet visitors.

## Plumbing

- Master, Journeymen and Apprentice plumbers provide plumbing repairs and installations to four City of Houston departments (Police, Fire, and Library and Health facilities).
- Responsible for maintenance of plumbing systems within each facility including, but not limited to: hot and cold water lines; sanitary sewer; drain and venting lines; valves; gas lines; and the installation of hot water heaters/ boilers.

