

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**POSITION TITLE:** Property Specialist

**JOB CODE :** 051135

**DATE PREPARED :** April 29, 1993

**Revised:** October 27, 1993

**SUMMARY STATEMENT**

The incumbent is responsible for inspecting and performing functional appraisals of Company organizational units' real property management.

**DIMENSIONS**

The incumbent reports to an exempt supervisor in the Procurement & Materials Management Department and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Performs walk-through inspections and functional appraisals of property and equipment; inspects condition, serviceability, location, and quantity of equipment/supplies;
2. Records any relevant data including deficiencies noted; compiles, formats, edits, and types inspection reports and appraisals; enters deficiencies into Automated Deficiency Tracking System;
3. Updates and corrects internal procedures pertaining to equipment control; edits and types proposed Company procedures pertaining to equipment control;
4. Prepares and compiles data for weekly, monthly, quarterly, and annual reports as required;
5. Prepares report reviews of property management activities; formats, edits, and types from rough draft as required;
6. Conducts research and investigations into deficiencies as assigned;
7. Prepares timecards as required; completes paperwork; and performs related duties and special projects as required;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking for short distances in office; sometimes in warehouse areas while making inspections;
2. Frequent sitting at desk or computer while entering data or completing paperwork or in vehicle while traveling to property locations;
3. Frequent lifting/carrying paperwork, supplies, equipment, or materials 5 to 10 pounds; occasionally up to 30 pounds;

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4. Occasional push/pull exerting force up to ten pounds while opening doors/drawers, etc.;
5. Occasional climbing stairs or ladders in office or warehouse setting;
6. Frequent bending/twisting at waist/knees/neck while working at desk, inspecting properties and equipment, or operating a motor vehicle;
7. Occasional kneeling/crouching while inspecting equipment;
8. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering equipment while working at desk, entering data in computer, typing, driving vehicle, completing paperwork, inspecting equipment/supplies/materials, etc.;
9. Constant use of sight/hearing abilities in inspecting and inventorying property, operating computer, driving motor vehicle, and maintaining a safe work environment; visual requirements include color vision, peripheral vision, depth perception, and visual acuity in near-, mid-, and far-range vision;
10. Frequent use of speech abilities in communicating with coworkers, supervisors, and property users.

### **Mental**

1. Constant mental alertness, attention to detail, and accuracy required in inspecting and appraising real property, preparing reports, and ensuring that all procedures regarding property use are followed;
2. Must be able to work independently, possess initiative, and follow through with all decisions and assignments;
3. Must be able to use judgement and apply knowledge and experience in inspecting and appraising property and equipment;
4. Must be flexible and able to work under all types of conditions in all types of locations while locating and inspecting properties;
5. Must possess basic mathematical skills and be able to read/write/speak English;
6. Must be able to record data accurately;
7. Must possess interpersonal skills in order to communicate with coworkers, supervisors, and property users in an efficient and professional manner;
8. Must possess excellent oral/written communication skills in order to format and edit reports.

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is performed 90 percent in an office environment and 10 percent out in the field under all types of conditions in warehouses, offices, buildings, tunnels, and outdoors in all types of weather.

Tools & Equipment Used: Personal computer, mainframe computer terminal, printer, typewriter, calculator, copier, telephone, and motor vehicle.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

High school diploma or equivalent required. Two years of related experience in warehousing, purchasing/receiving, or property management required. Basic computer skills required.

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### **OTHER SPECIAL QUALIFICATIONS**

Valid driver's license required.