

**BALDWIN REAL ESTATE CORPORATION
COMMERCIAL PROPERTY MANAGER
JOB DESCRIPTION**

I. BASIC FUNCTION

- A.** Responsible for maximizing the financial returns from the properties in accordance with the owner's objectives as determined through frequent communication and reporting to entity principals; and maintaining the integrity of the physical assets with purposeful capital expenditure planning and routine preventive maintenance performance.
- B.** Responsible for the selection and supervision of all site sub-contractors, and any on-site personnel.
- C.** Assists the President, Controller, and DiMarco ownership with special projects, administrative tasks, and other non-property management related work, to achieve the goals of the company.

II. RELATIONSHIPS

- A.** Reports to President. In some cases will report directly to the owner/managing general partner of client properties.
- B.** Supervises any on-site personnel at commercial properties and personnel assigned to special projects.
- C.** Maintains direct relationship with Baldwin's Commercial Administrative Manager and Commercial Leasing personnel.
- D.** Maintains relationships with field representatives and supervisory personnel of applicable governmental agencies.
- E.** Maintains relationships with suppliers, vendors and professionals servicing the company or commercial properties.
- F.** Maintains membership in appropriate trade and professional organizations, as may be approved by President.

III. RESPONSIBILITIES

- A. Maintaining the physical asset:**
 - 1. Coordinates and supervises any applicable maintenance staff, under overall direction of President.

2. Delegates and supervises scheduling of maintenance work, including timely completion of all items identified on the annual preventive maintenance schedule prepared individually for each site.
3. Completes regular inspections and follow-up on maintenance work, prepares routine status reports including anticipated problems.
4. Selects, supervises, and reviews all contractual services.
5. Confirms that all available spaces are ready to lease. Performs inspections and prepares detailed punch lists after spaces are turned over to new tenants.
6. Assures that all tenant service requests are completed in a timely manner.
7. Regularly inspects commercial properties and reports any issues verbally and/or in writing as may be applicable.
8. Makes recommendations for physical repairs and/or replacements, secures qualified bids, and coordinates approved improvements and property upgrades.
9. Maintains on-call status to respond to any and all emergency requirements and is responsible for coordinating all appropriate response.

B. Financial monitoring and control:

1. Prepares annual cash flow plan for each property.
2. Reviews monthly income statements, balance sheets and general ledgers and prepares explanations of variances on a quarterly basis.
3. Reviews tenant aged receivables on a monthly basis and directs appropriate collection action.
4. Maintains and implements purchase order system. Approves purchase orders and invoices for all scheduled maintenance, supplies, and services. Approves expenditures up to \$500. Approves all accounts payable for disbursement.
5. Reports and approves any payroll information to Accounting Department on a timely basis.
6. Works with Accounting Department to facilitate reimbursements from any applicable reserve accounts.

C. Administration:

1. Prepares annual management plan for each commercial property with specific fiscal, physical, and administrative objectives.
2. Properly maintains property files and records, including a Summary Lease Abstract for each property, and individual lease abstracts for each lease.
3. Interfaces with outside professionals regarding legal, accounting, insurance, tax, and other matters, as appropriate.
4. Handles any emergencies that may arise, and prepares contingency plans to respond at any time to any "crisis" situation that may arise.
5. Communicates all problems and makes recommendations President as may be appropriate.
6. Prepares monthly cover letter to be sent with the monthly financial report to clients.

Please direct all inquires to Deb Cianciola 585- 272-9390 ext 740 or email your resume and cover letter to: dcianciola@demarcogroup.com