

## Property Rental Technician

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### **DEFINITION**

This is varied technical office and field work of intermediate complexity in the management and administration of City-owned residential properties.

Work of this class involves the effective and economic rental and leasing of City-owned residential properties, and the co-ordination of maintenance and repairs to these properties. Employees have considerable public contact in relation to rental and leasing inquiries, maintenance problems and collections on rental arrears, and are required to exercise discretion and tact in relaying and defending Corporate Policies and Procedures.

Work performed allows for independence of action, judgement and initiative within departmental policy and procedural guidelines. Difficult or unusual situations are referred to a supervisor for clarification and guidance. Work is subject to review through client feedback periodic checks and the extent to which objectives are met.

### **TYPICAL DUTIES\***

Analyses residential market to determine lease rates.

Shows residences for rent to prospective tenants; interviews, screens, selects and places tenants.

Conducts routine inspections of properties and co-ordinates necessary maintenance; approves standard home improvements and maintenance to be conducted by tenants in lieu of charges; inspects and approves maintenance work performed by contractors; inspects vacant properties for security and public safety.

Prepares and executes lease documents and maintains statistical reports on vacancies, leases, new inventory, sales and demolitions.

Responds to leasing inquiries and general complaints; ensures security deposits, rent payments and arrears are properly processed; resolves insurance and accident claims.

Attends to related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the various applicable Municipal Bylaws, policies and procedures relating to demolition, leasing, maintenance, billing, property management and relevant government legislation.

Knowledge of rental property management techniques and practices.

Knowledge of current rental rates in the Edmonton area.

Knowledge of Civic Accounting Practices, policies and procedures.

Ability to deal with the public.

Ability to express ideas effectively both orally and in writing.

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**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of the twelfth (12th) school grade supplemented by completion of at least two (2) courses towards the Real Property Administrator designation, or two (2) courses towards A.L.O. designation and two (2) years progressively responsible experience in Property Management and Leasing.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0577		0578	
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