



## **POSITION DESCRIPTION: BUILDING MANAGER**

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**Definition:** The building-manager position on the AFSCME Local 328 executive board serves as a link between the membership and the maintenance of the local owned property on 4006 SW Barbur Boulevard.

### **Required Duties:**

- Attend monthly executive-board meetings and submit a monthly report
- Serve as a point of contact for our union's property-management company
- Attend to emergency calls regarding the Barbur building (local office and tenants)
- Coordinate activities for property maintenance and upkeep (e.g., cleaning service, routine repairs, signage updates, etc.)
- Communicate with the executive committee re: property needs and ideas
- Work with Council 75 to determine what support is provided
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

### **Suggested Activities:**

- Organize semi-annual office clean-up days (e.g., discarding materials, moving items to storage, etc.)
- Work with property-management company regarding appropriate rent and tenancy changes, advising the executive committee as needed

**Support:** The Local 328 building manager will receive a monthly incentive payment per the Executive Board Incentives policy.