MILITARY LEASE AGENT 0723

GENERAL DESCRIPTION OF CLASS

The MILITARY LEASE AGENT serves as a representative of the military for the enforcement of rental and lease agreements of military facilities to non-military personnel for non-military purposes during other than normal duty hours. As such, the Military Lease Agent serves as custodian, property guard, enforcer of rules, emergency repair person, and is the renter's contact person on the premises.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Facility Coordination

Review rental agreement with renters to provide and confirm understanding of all provisions detailed in the rental agreement. Inform and confirm renter understanding of all rules applicable to the facility. Review renter's plans for using facility and inform renter if the plan or any part there of conflicts with military rules or civil laws. Unlock facility, assist renter in set-up, and lock facility upon completion of event.

2. Facility Maintenance and Security

Clean facility as necessary prior to and after event to preclude injury. Repair or report any problem with facility such as plugged drains, too much or too little heat, blown fuses and damage. Secure areas where items are stored (weapons, ammunition) by locking doors and periodic checks.

RELATIONSHIPS WITH OTHERS

Employees in this class are in regular contact in person with renters of the facility during the term of the rental agreement to insure renter compliance with all rental provisions and to assist the renter in any way possible. Employees are in occasional contact in person with local law enforcement agencies when alcoholic beverages are being served at an event or if serious problems arise during the event with which the agent needs assistance.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a facility manager. Employees work independently and work is reviewed through informal meetings and from feedback of renters. Employees use military department policy and procedures, local and State laws, and lease provisions in the performance of their duties.

GENERAL INFORMATION

Employees in this classification frequently work evenings, weekends and holidays. Some position may require travel to several locations. The hours worked, per week, will not exceed thirty-two (32).

KNOWLEDGE AND SKILLS (KS)

General knowledge of:

The structure and content of the English language including the meaning of words and grammar.
Laws, legal codes and agency rules.
Principles and methods for showing, promoting, and selling products or services.
Principles of repair to electrical, plumbing, and mechanical equipment.

Basic knowledge of:

Business and management principles involved in planning and coordination of resources.
Arithmetic, algebra and geometry and their applications.
Preventative maintenance and repairs procedures for electrical, plumbing, and mechanical equipment.

Skill to:

Talk to others to convey information effectively.
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Consider the relative costs and benefits of potential actions to choose the most appropriate one.
Coordinate through adjusting actions in relation to others' actions.
Understand written sentences and paragraphs in work related documents.
Communicate effectively in writing as appropriate for the needs of the audience.
Use logic and reasoning to identify solutions, conclusions or approaches to problems.
Obtain and see to the appropriate use of equipment, facilities, and materials.
Refer or coordinate repairs to electrical, plumbing, and mechanical equipment.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Dept. of Administrative Services
Human Resource Services Division