



Job Listing

Assistant Property Manager

Posted September 6, 2019

The Greater Syracuse Land Bank is seeking applications for a full-time assistant property manager with maintenance experience. Founded in 2012, the Land Bank is a local public authority tasked with returning vacant, abandoned, and underutilized properties throughout Onondaga County to productive use. Please review www.syracuselandbank.org for more information on the Greater Syracuse Land Bank, its programs, and its mission. This employee will be one of nine staff persons on a small, professional team and will report to the Land Bank's Property Manager. We are seeking an energetic team-member who possesses a broad range of skills in the area of property preservation and maintenance, the flexibility and willingness to tackle special projects as they arise, enthusiasm for our public purpose, and an interest in learning and broadening your skill-set over time. The Land Bank currently owns over 1,000 properties (nearly ½ of which are vacant lots) and projects to acquire another ~20 properties/month.

Responsibilities

Primary responsibilities include:

- Routine maintenance and repair of occupied and unoccupied properties:
 - Re-key properties upon acquisition and/or in preparation for sale.
 - Board broken windows and doors.
 - Coordinate property inspections and service calls with utility providers.
 - Assist the Property Manager with oversight of subcontractors.
- Accompany and assist the Land Bank's Property Manager on intake inspections and to measure properties in order for the Property Manager to draft renovation specs.
- Photograph properties and upload photos to the Land Bank's property software.
- Perform periodic inspections of Land Bank owned properties. Assist the Property Manager with monitoring the condition of Land Bank properties.
- Listen to complaints from neighbors in the field and take appropriate measures to address their concerns. Report these issues to the Property Manager who will provide direction about whether you can address the issue yourself, with the Land Bank's Community Engagement Specialist or other staff, or by assigning work to Land Bank subcontractors.
- Other duties, as assigned.

Qualifications

Applicants should:

- Be proficient with the smartphone, email, digital camera
- Must be willing to use your own vehicle and tools, some tools may be provided (mileage will be reimbursed at the IRS rate)
- Must be able to transport and install 36” by 48” sheets of plywood on broken windows and doors.
- Have a minimum of 5 years experience in the property maintenance or property management field
- Represent the organization with a high degree of professionalism and capacity to represent the organization to the public, calmly address customer complaints, and explain the Land Bank and our processes to occupants and neighbors
- Display a strong work-ethic and interest in the organization’s mission
- Be willing to learn new skills and assume additional responsibilities. Describe in your cover letter your willingness, ability, and interest in assuming some or all of the “additional responsibilities” listed above.
- Be available to work a flexible schedule to include nights and weekends if emergencies arise.

Conditions of employment:

Must have a valid NYS driver license in accordance with the Land Bank’s vehicle and driving policy. Must have a reliable vehicle for use in job responsibilities. Must be able to lift at least 80 pounds. Must be able to climb stairs, and to walk, stand, stoop, reach and have good hand, foot, and eye coordination. Must have manual dexterity to be able to read and write. Employee may need to be outside in extremely cold, hot or wet weather. Employee must work well independently.

To Apply

Submit a resume, including two references, and a cover letter with your salary requirements to kwright@syracuselandbank.org with “Job Application” in the subject line. Accepting resumes until position is filled.

Compensation and Benefits

Salary: \$40,000 - \$45,000/year

Benefits include matching contributions to an employee retirement savings account (matching 1:1 up to 5% of employee salary), generous employer contributions to health, dental, and vision insurance, and 20 days of paid time off per year (sick and vacation time combined). In addition, the GSLB observes ten paid holidays each year.

Questions Contact Katelyn Wright, at (315) 422-2301 X 11 or kwright@syracuselandbank.org (email preferred).