



Job Listing

Assistant Property Manager

Posted November 20, 2015

The Greater Syracuse Land Bank is seeking applications for a full-time property preservation and maintenance specialist. Founded in 2012, the Land Bank is a local public authority devoted to the redevelopment of vacant, abandoned, and underutilized properties throughout Onondaga County. 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 five staff persons on a small, professional team and will report directly to the Land Bank's director of property management. As a start-up organization adapting as we grow, 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 600 properties and projects to acquire another 400 properties to include commercial, residential and vacant lots.

Responsibilities

This staff person will function as the primary field technician for property acquisition, property preservation and maintenance, and special projects as assigned.

Primary responsibilities include:

- Perform periodic inspections of Land Bank owned properties.
- Photographing properties and uploading photos to the Land Bank's property software.
- Routine maintenance of occupied and unoccupied properties to include basic plumbing, electrical, HVAC,¹ and minor interior and exterior repairs.
- Coordinate the relocation process of Land Bank property occupants.
- Identify demolition candidates and coordinate the demolition of specified Land Bank properties.
- Assisting the director of property management with oversight of subcontractors.
- Other duties, as assigned.

Additional responsibilities may include:

- Using software to prepare property renovation specifications (work specs).
- Performing renovation completion inspections.

Qualifications

¹ Work requiring a permit will be contracted out.

Applicants should:

- Be proficient with the smartphone, email, digital camera
- Must be willing to use your own smartphone
- Must be willing to use your own vehicle and tools, some tools may be provided (mileage will be reimbursed at the IRS rate)
- Possess excellent written and verbal communication skills
- Have a minimum of 5 years supervisory experience in the property maintenance or property management field
- Demonstrate attention to detail and comfort understanding and explaining complex processes
You will need to quickly learn about the Land Bank's operations and communicate a broad range of information to customers in a clear and concise manner when fielding inquiries
- 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
- 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.
- Must reside in or be willing to move to Onondaga County.

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 bgray@syracuselandbank.org with "Job Application" in the subject line. Start date will be on or near December 16th. Accepting resumes until position is filled.

Compensation and Benefits

Salary: DOE

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 16 days of paid time off per year (sick and vacation time combined). In addition, the GSLB observes ten paid holidays each year.

Questions Contact Ben Gray, at (315) 422-2301 X 12 or bgray@syracuselandbank.org (email preferred).