



WALSH PARK

The Walsh Park Benevolent Corporation currently owns and maintains an inventory of 23 residential rental properties and two commercial rental properties. It is Walsh Park's desire to improve its maintenance and improvement process to provide a better living experience for its participants and to ensure that the units remain attractive and in the best condition possible for long-term sustainability.

Walsh Park is seeking a new team member to partner with the Board of Directors and Program Manager to ensure that Walsh Park achieves this goal.

Job Description

The primary responsibility of the Property Manager is to maintain Walsh Park homes and apartment buildings in good condition to ensure comfortable occupancy, reliable working building systems and preservation of building quality over the long-term.

The Property Manager will report to the Program Manager (Matt Edwards), under general direction of the Program Manager and the Board of Directors, to plan, organize and implement both short-term and long-term maintenance schedules for the 23 residential rental units and two commercial spaces owned and managed by Walsh Park Benevolent Corporation.

- Performs a variety of repair and building work as well as facilities and ground maintenance
- Establishes day-to-day work priorities
- Assigns and monitors work performed by contract maintenance and repair services
- Responds to emergency maintenance issues
- Oversees maintenance of inventory and ordering of materials and supplies
- Conducts administrative duties
- Performs other related work duties as assigned

Supervision Received

General supervision is received from the Walsh Park Program Manager (Matt Edwards).

Examples of Duties (Illustrative Only)

- Plans and implements proactive maintenance schedule for all Walsh Park rental units.
- Develops a thorough understanding of each home and apartment building's physical condition, including building structural elements (e.g. roofs and porticos, windows, cladding, gutters, insulation, etc.) and systems (e.g. electrical, heating, air conditioning, plumbing, appliances, etc.)
- Responds to emergency maintenance issues in a timely manner, sometimes after hours.

- Prepares, logs, and prioritizes maintenance work orders; follows-up with tenants or makes on-site inspections to determine the nature of the work to be performed and estimates materials required to complete the work.
- Prepares and submits project updates bi-weekly to Program Manager.
- Identifies and evaluates in conjunction with the Program Manager and the Walsh Park Board's Building Committee to develop a recommended execution plan for larger, deferred maintenance and Capital Improvement projects. Will execute approved projects either in-house or in conjunction with approved third-party contractor.
- Monitors contractor work to ensure that it meets requirements (scope, expense, and on-time completion).
- Identifies, schedules, and executes (or oversees execution) of recurring maintenance of building structural elements and systems of each property.
- Maintains an inventory of materials and supplies; arranges purchase orders with various local suppliers to obtain limited materials and supplies; monitors use and costs to ensure an effective use of the procurement system.
- Assists the Program Manager regarding budgeting project cost accounting.
- Identifies violations of occupancy rules and regulations and works with Program Manager to communicate steps to resolve.
- Maintains records related to construction, maintenance and repair work performed, inspections made, and preventive maintenance work scheduled.
- Develops productive working relationship with third-party contractors and vendors to further reliable and prompt attention to maintenance, repair, and improvement projects.
- Performs "handyman" duties to repair and fix items within the Property Manager's skillset.
- Performs other related work as assigned.

Qualifications

Knowledge of:

- Principles and practices of management necessary to evaluate and perform maintenance services.
- Principles and practices of implementing a comprehensive preventive maintenance program for multi-unit, multi-story residential units.
- Principles, practices, techniques, materials, and tools used in the construction, maintenance and repair and rehabilitation of building, grounds and related facilities and equipment.
- Use and minor maintenance of the hand and power tools and equipment related to the work.
- Safety equipment, practices and procedures related to the work and as required by insurance and regulatory guidelines.

Skill in:

- Demonstrating initiative, strong organizational skills, judgment, and discretion in making independent decisions.
- Good verbal and written communication skills.

- Ability to be productive independently and collaboratively with the Program Manager, third-party vendors, and contractors and to multi-task.
- Problem-solving to find effective solutions for a variety of potential issues of residential buildings.
- Thorough, working knowledge of residential home and apartment construction, materials, appliances, fixtures and maintenance requirements and techniques as well as a demonstrated ability to execute satisfactory carpentry, appliance and window replacement, trim, flooring, deck and stair repair and painting and other periodic maintenance tasks for single family homes and multi-unit apartment buildings.
- Inspecting contract work in progress and upon completion to ensure that standards are met.
- Strong interpersonal and relevant communication skills needed to interact professionally with current and prospective tenants.
- Reading and understanding construction and architect plans, drawings, and written repair instructions.
- Recognizing and reporting hazardous and potential maintenance problems and making recommendations for solutions.
- Maintaining manual and automated records of work performed and supplies and materials purchased and used.
- Operating standard office equipment, including job-related computer hardware and software applications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Willingness and ability to learn Town of Southold housing-related regulations and codes.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent of graduation from high school or possession of a GED certification and minimum four years of experience in performing a wide range of building and/or landscape construction as well as maintenance and repair.

License:

Must possess and maintain a valid New York State class D driver's license and satisfactory driving record.

Physical Demands:

The position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, incumbents in this indoor/outdoor class work in all weather conditions including wet, hot, and cold. Incumbents may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires employee to climb

ladders, use power and noise producing tools and equipment, drive motorized vehicles and often work with constant interruptions.

Compensation:

Compensation will include a base salary, annual bonus at the discretion of the Board of Directors and benefits consisting of paid vacation, sick and personal days as well as a retirement plan.

To apply, send resume to medwards@walshpark.org

Walsh Park provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.