

JOB DESCRIPTION

Position Title: DIRECTOR OF PROPERTY MANAGEMENT

Reports to: Executive Director

Department: Nantucket Land Bank Commission

Date Prepared: 4/14/2021

GENERAL STATEMENT

The Director of Property Management supervises all property management staff and oversees the scheduling of all property management activities within the three property management divisions including property stewardship, property maintenance and land management. Also coordinates and manages projects on Land Bank properties from planning through implementation.

DUTIES AND RESPONSIBILITIES

1. Supervises all property management personnel and delegates responsibilities as appropriate. Responsible for weekly work scheduling, staffing coverage, timecard review, and vacation scheduling for all property management staff. Ensures that all personnel have the necessary training, certifications, and licenses as required by law to ensure the safety of staff and the public.
2. Coordinates and oversees all property management activities from routine cyclical maintenance to the management of assigned property projects from planning through implementation. Collaborates with Land Bank staff on project planning and design as necessary.
3. Ensures that all Land Bank properties are in pristine condition and consistent with quality standards set by the Executive Director and Commission.
4. Monitors properties to ensure they are safe and inviting to the public. Also conducts regular assessments to ensure properties are adequately protected from human and environmental damage.
5. Responsible for overseeing the building maintenance program.
6. Ensures that vehicles and equipment are inventoried and properly maintained. Presents requests for new vehicles and/or property management equipment to Commission for approval.
7. Develops annual work plan pursuant to Commission prioritization and in coordination with the Executive Director and Director of Natural Resources. Implements plan based on approved timelines and keeps projects on schedule.
8. Responds to abutter requests and emergency calls related to properties as necessary, or delegates responsibilities accordingly.

CREDENTIALS AND QUALIFICATIONS

Excellent organizational, communication, and interpersonal skills required. Ability to work collaboratively in a team-oriented work environment essential. Project management background and/or general contracting experience highly beneficial.

WORK HOURS AND CONDITIONS

The Director of Property Management works a minimum of 35 hours per week, Monday through Friday. Daily work schedule may vary slightly depending on time of year and property demands.