



## **JOB DESCRIPTION**

**Position Title:** Property Manager

**Reports to:** Executive Director

**Purpose:** The Property Manager strives to maintain the integrity of the facilities and grounds to ensure the organization is both physically safe and aesthetically appealing. This position holds overall responsibility for the maintenance and care of all property which includes a Main Lodge, Administration Building, shop, garage bays, 3 Transition Houses, mechanical equipment, activity areas and acreage.

**Qualifications:**

- Commitment to continuous improvement of service quality and the organization's mission and vision
- Experience with lawncare, farm machinery, household projects such as drywall, basic electrical, basic plumbing, general repair of appliances, general vehicle maintenance, etc.
- Customer service and interpersonal skills necessary
- Attention to detail to ensure projects are completed to a high standard
- Ability to multitask and problem solve to find effective solutions for a variety of maintenance issues
- An ability to take initiative and work independently with minimal direction
- Able to work a flexible schedule as needed
- Able to lift a minimum of 20 pounds and operate equipment such as tractors, mowers, etc.
- High school diploma or GED

**Responsibilities (may include, but are not limited to):**

- Perform minor electrical functions such as bulb replacement, change receptacles, switches, etc.
- Perform minor plumbing functions; such as fixing or replacing faucets, unstopping drains, etc.
- Oversee removal of trash.
- Maintain and repair bicycles and other activity toys such as doing minor repairs, air up tires, etc.
- Oversee maintenance and organization of shop and garage bays which includes maintaining donations, limiting donations received and distributing excess items, etc.
- Oversee the activities of outdoor volunteer groups and individuals.

- Maintain a seasonal maintenance list that may include pool maintenance in the summer, mowing and brush-hog, maintaining leaves in the fall by cleaning out gutters and blowing off driveways, care for horses and grounds, etc.
- Routine service of all equipment.
- Assist in maintenance of both company vehicles and resident vehicles.
- May provide leadership and supervision of other staff maintenance positions at times.
- Manage security systems.
- Make and maintain professional relationships with subcontractors and seek inkind or reduced costs for repairs beyond personal scope of work.
- Oversee all projects as related to maintenance of facilities and property.
- Perform other duties as assigned as they relate to maintenance of facilities and grounds.

**Exemption Status:** Non-exempt

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Employee Signature

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Executive Director

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Hire Date

**Core Values:** Authenticity, Love, Transformation, Grit, Collaboration

**Mission:** To restore the lives of women and children through a community of hope and healing; **Vision:** for those we serve to lead safe, healthy, independent lives filled with dignity, hope, and purpose.