

## **LYU Property Manager Job Description**

### **Details**

Hours: 3hrs/weekly + additional hours when needed

Rate: \$15/hr

Schedule: Flexible

Location: The Barn and LYU House, Lakefield ON

### **Overview**

The LYU Property Manager will oversee, inspect and maintain the LYU House (10 Hill St.) and The Barn (25 Bridge St.) buildings and properties. This position will be supervised by the LYU Satellite Director.

The person filling this role is a representative of Lakefield Youth Unlimited/Kawartha Youth for Christ and will therefore demonstrate appropriate behaviour, attitude and confidentiality befitting the organization (as to the Kawartha Youth For Christ Community Commitments and Statement of Faith).

### **Responsibilities Of LYU Barn (3 level 4,400 sq.ft. facility and outside)**

#### **Weekly Duties:**

- Keep in communication with Director on a weekly basis
- Routine inspection of interior and exterior of building
- Oversight of LYU Custodian according to The Barn Custodial Job Description
- Other duties as directed by the LYU Satellite Director

### **Additional Hours When Needed**

- When maintenance needs arise, as requested by the “Tenant Work Order Requests” and authorized by the LYU Satellite Director:
  - Coordinate/supervise repairs according to extent of need (ex. self-repair, volunteer help, outsourcing)
  - Make sure repairs are made in a timely manner
  - Comply with relevant laws, building codes and satellite regulations
  - Submit appropriate paperwork and invoices to LYU Administrator
- Coordinate for regular emptying of property holding tanks
- Communicate with snow removal business, when questions or concerns arise
- Coordinate and supervise volunteer cleaning teams, if and when required
- Purchase, plant, and water summer potted plants for front deck, side rock garden, Little Free Library, and any other additional plants/gardens
- Purchase/repair custodial equipment (when needed) and keep custodial supplies restocked

## **Responsibilities of LYU House (2 Apartment Units and grounds)**

### **Weekly Duties**

- Oversee outdoor garbage/recycling bin area, making sure it is kept clean and free from animal pests
- Maintain or oversee weekly grass cutting and trimming (seasonal):
  - Supervise employee/volunteer who cuts grass
  - Purchase gas and oil for lawn mower and trimmer
  - Maintain and repair lawn mower and trimmer (when needed)
- Weekly oversight of snow clearing (seasonal)

### **Additional Hours When Needed**

- When notified by LYU Satellite Director, investigate and resolve tenant complaints in regards to building, property, and large appliances (included in rental agreement):
  - Receive authorization from LYU Satellite to make repairs
  - Coordinate/supervise repairs according to extent of need (ex. self-repair, volunteer help, outsourcing)
  - Make sure repairs are made in a timely manner
  - Comply with relevant tenant laws, building codes and satellite regulations
  - Submit appropriate paperwork and invoices to LYU Administrator
- Purchase and water summer plants outside of LYU House
- Coordinate and supervise volunteers and The Barn Custodian for spring and fall outdoor cleanup of property
- Communicate with snow removal business, when questions or concerns arise
- Prepare for changeover between tenants by thoroughly cleaning the rental unit, painting all needed walls, and repairing any damage
- Hold seasonal house meetings along with Director to co-ordinate clean up and/or community building events
- Other duties as directed by the LYU Satellite Director

### **Qualifications**

- Work experience in building maintenance and repairs (preferred)
- Strong interpersonal skills and good verbal/written communication skills
- Organizational and problem solving skills
- Familiarity and ability to research township laws and building code regulations, if needed
- Proven ability to comply with operational policies, procedures, codes and regulations
- Must provide a Police Vulnerable Sector Check
- Able to agree and sign Kawartha Youth For Christ's Statement of Faith and Community Commitments

**Submit resume to:** [lakefield@youthunlimitedkaw.com](mailto:lakefield@youthunlimitedkaw.com) by January 31, 2021