

LYU Property Manager Job Description

Details

Hours: 5 hrs weekly + additional hours when needed (salary, no fundraising)

Rate: \$22/hr

Schedule: Flexible

Location: The Barn, Lakefield ON

Overview

The LYU Property Manager will oversee, inspect and maintain 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 the LYU Satellite Director on a weekly basis
- Routine inspection of interior and exterior of building
- Oversight of LYU Custodian according to The Barn Custodial Job Description and Job List
- 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 during season, or when questions and concerns arise
- Coordinate and supervise volunteer work 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
- Coordinate and supervise volunteers and The Barn Custodian for spring and fall outdoor cleanup of property
- 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