



Part Time Property Manager

Job Overview

Coordinate, monitor and/or perform preventive and proactive maintenance and repair of Fire District properties, including the Fire Station and grounds, parking lots, beach, bathhouse and cabanas, merry-go-round, docks, parks and public restrooms, to keep the Fire District and Department functioning at top efficiency. Inspect and diagnose problems and either make or assign appropriate repairs, or coordinate with outside contractors. Reports to Fire Chief and Park Commission Chair. Compensation dependent on candidate qualifications; approximate hours 20-25 per week, includes weekend days in summer.

Principal Duties and Responsibilities

- Work with the Watch Hill Fire District Park Commissioners, Fire Chief, and Office Manager, to identify issues and proactively maintain Fire District Assets.
- Manage relationships with vendors and outside contractors including but not limited to plumbers, electricians, septic cleaners, carpenters, trash haulers, landscapers, pavers, masons, cleaning companies, and tech support, as directed.
- Perform or delegate routine repair, maintenance and custodial tasks such as painting, removal of debris from beach entrances, landscaping at firehouse, firehouse cleaning and supply replenishment.
- When appropriate, hire, train, schedule and supervise in-house personnel to perform maintenance tasks.
- Conduct regular rounds of inspections of all properties; document problems noted and corrective action taken or planned.
- Keep accurate maintenance and repair log for Parks assets on shared Google Doc.
- Maintain and monitor preventative maintenance schedules.
- Suggest cost-saving alternatives applicable to the maintenance of assets
- Orchestrate emergency preparedness procedures in the case of storms to secure assets.

Necessary Skills

- independent problem-solving and trouble-shooting capability.
- excellent interpersonal, oral and written communication skills.
- basic understanding of construction trades

Please email resume and letter of interest to info@watchhillfiredistrict.org