



Property Manager

Job Title: Property Manager

Location: Smokey House Center, Danby, Vermont

Employment Type: Full-time (40 hours/week), non-exempt, hourly position. At-will employment

Position Description

Smokey House Center's Property Manager will oversee the maintenance and management of facilities and grounds, in collaboration with the Co-Directors and other staff, and acts as the direct supervisor for the Grounds & Property Assistant. This position manages maintenance of program and leased facilities and grounds through basic construction, grounds work, and coordinates the work of contractors to achieve repairs and maintenance goals. The Property Manager is a proactive and positive core team member who is self-directed and eager to contribute to our mission of conservation, agriculture, forestry, and education.

Essential Functions

- *Annual Property and Facilities Maintenance*
 - Carpentry, construction, painting, repairs, pest control, etc., of all facilities including office spaces, residential housing, ensuring they are safe and well-maintained.
 - Scheduling/conducting annual service of heating and other building systems, including waste water and plumbing, smoke and fire emergency, water systems, winterization of buildings, etc.
 - Maintain and organize property and vehicle keys, door lock codes, alarm systems and security equipment.
 - Maintaining and securing tool inventory as it relates to facilities and grounds (hand tools, power tools, battery operated equipment, woodshop equipment, painting equipment, shovels and gardening tools etc.).
 - Maintaining and organizing building surplus materials (paint, hardware, lumber etc.)
 - Coordinate cleaning services for facilities, laundering sheets, and preparing housing for guests.
 - Coordinate waste, recycling, and hazardous material handling in accordance with state standards and organizational objectives.
 - Vehicle and equipment maintenance and scheduling.
 - Support of snow removal, firewood production, and trail maintenance.
 - Support programs by building and maintaining infrastructure and managing systems that are program related.
 - Grounds, site management, and supervision including mowing, fencing, farm infrastructure, tree maintenance, blueberry maintenance, road and driveway repair, etc.
 - Conducting assigned duties in an organized and timely manner, including scheduling and follow-through with contractors and community partners, reporting expenses and receipts to the Finance Director, ensuring all buildings are secure at the end of each workday, and maintaining an organized work space including job sites and auxiliary shop spaces.
- *Capital Projects*
 - Participate in some Facilities Committee meetings (SHC board committee)
 - Property Manager assists Co-Directors in developing the agenda, presents an updated facilities assessment report, and gives other input as needed by the Facilities Committee.
 - Inform budgeting and project planning.
 - Engage and manage contractors, vendors and service providers to coordinate repairs, renovations and regular maintenance.
 - Perform in-house carpentry, construction, painting, and electric work not completed by contractors.
 - Develop and implement a property maintenance schedule to address short-term and long-term infrastructure planning.
 - Lead/collaborate with partners on project-specific construction efforts such as Green Building & Local Wood Economies Project
 - Operate and supervise use of the portable saw mill.
- *Management and Other Functions*
 - Supervise the Grounds & Property Assistant and occasionally assist them in grounds management duties which could include but are not limited to: mowing, snow removal, trail maintenance, field planting, and prep work.
 - Represent and communicate SHC's mission & vision when working with contractors and project partners.
 - Help plan and supervise Future Forester Apprentices / volunteers in connection with property work days.
 - Respond to tenant concerns about housing and leased facilities in a timely manner, especially in case of emergency.
 - Generally welcome and direct the public in use of Smokey House facilities in accordance with public use policy and program objectives.
 - Ensure that facilities and operational equipment meet safety and health standards. When necessary, assist in development of safety protocols with Co-Directors.



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Property Manager

- Perform other duties as assigned, which may include but are not limited to: assisting with maple syrup production, supporting the preparations for SHC events, etc.
- Support program work and public engagement by occasionally assisting Program Director and other staff.
- Attend regular meetings with Co-Directors and other staff as scheduled.
- Manage other staff including some interns and seasonal help. This also includes training staff on safety protocols and operating equipment.
- Lead school grounds (Pre-k through college-aged) in volunteering projects and programming.

Qualifications:

- Experience in property and facilities operations, preferably in a nonprofit setting.
- Strong project management skills, including the ability to prioritize tasks, manage budgets, and oversee multiple projects simultaneously.
- Excellent communication skills, including email and phone, and timely responsiveness.
- Proficiency with basic maintenance tasks and experience in using equipment and tools required for property management and carpentry work.
- Familiarity and experience with safety guidelines and best practices for safe use of equipment and tools required for property management and carpentry work.
- Collaborative approach to working with a diverse set of partners to complete projects.
- Excellent organizational skills
- Physical requirements include: ability to lift 50lbs, being on your feet for extended periods through each work day, being able to walk long distances, working outside in many types of weather for long periods of time.
- Must have a current drivers license and be able to operate motor vehicles including dump trucks and tractors.
- Experience with Google Drive preferred.

Some evening and weekend hours may be required to successfully meet responsibilities.

The Facilities Manager reports to SHC's Co-ED team.

Compensation & Benefits

- Hourly rate is \$25-\$35 depending on experience, paid bi-weekly. Biweekly timesheets must be submitted on the final Friday of each pay period.
- Paid time off (PTO) includes 26 PTO days (208 hrs), which includes personal + floating holidays, plus 5 sick days per year (40 hrs), annualized. PTO and sick days must be used by January 31 of each year. PTO is updated based on tenure, on anniversary dates.
- Professional Development: paid time and financial support for professional development opportunities as agreed upon in cooperation with the supervisor.
- Mileage reimbursement for travel outside of Vermont counties of Rutland and Bennington at IRS Standard Mileage Rate. A SHC vehicle may be assigned in lieu of mileage reimbursement.
- Eligible for health benefits.



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