



TOWN OF BREWSTER, MA JOB DESCRIPTION

| | |
|---|---|
| Title: Property Manager | Classification: Non-Union, Personnel Bylaw |
| Department: Crosby Mansion | Grade: 6 |
| Reports to: Town Administrator/Property Maintenance Supervisor | FLSA Status: Non-Exempt |
| Effective Date: 12-21-21 | |

Summary

Serves as the steward of the Crosby Mansion and Cottages overseeing the physical maintenance, usage, and ongoing restoration of the property on behalf of the Town of Brewster. Performs all similar or related duties.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for managing the physical properties, projects and the on-going renovation and restoration of the Crosby Mansion along with the cottages.

Ensures the overall safety, security and working order of all physical properties.

Oversees the work of contractors in accordance with contractual agreements and in compliance with state laws and regulations with guidance from state and local inspectors and state procurement laws.

Coordinate and oversee the work of the Friends of Crosby Mansion volunteer group.

Responsible for the on-going preventative maintenance of the physical properties as well as responding to maintenance-related problems. Responds to calls for emergency repairs & alarms.

Ensures for the regular scheduled inspections of mechanical systems, alarm systems and building inspections.

Oversees and coordinates the rental of the physical properties for all functions including the establishment and collection of rental fees and preparation of required paperwork for lease agreements associated with functions including but not limited to site tours, weddings, etc.

Responsible for obtaining all necessary permits, insurance and the checking references of all vendors and prospective cottage tenants.

Responsible as the event planner and coordinator for events at the Mansion.

Prepares and submits annual financial statements and other required reports and documents to MA Department of Conservation and Recreation.

Town of Brewster, MA

Property Manager

Page | 1



TOWN OF BREWSTER, MA JOB DESCRIPTION

Participates in the development of brochures and advertising or marketing materials pertaining to the Crosby Mansion including the solicitation of rental opportunities.

Assists in planning and preparing annual operating and capital expenditures budgets.

Performs all other duties as required.

Supervision

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and conducting assignments.

Supervision Received: Position reports to the Town Administrator with respect to personnel, financial, and administrative practices. Reports to the Property Maintenance Supervisor with respect to property maintenance issues.

Supervision Given: Supervises the work of volunteers.

Recommended Minimum Qualifications

Education, Training and Experience

Associate's Degree or journeyman's level of trade knowledge; one to three (1-3) years of experience in building maintenance trades such as plumbing, carpentry or building maintenance/repair work, or an equivalent combination of Education, training, and experience.

Knowledge: Knowledge of the techniques, materials and facility maintenance practices associated with the maintenance and repair of a historical property.

Abilities: Ability to develop, preserve and promote the utilization of a historical property. Ability to communicate effectively in oral or written form with many diverse personalities and to be accessible to the public. Ability to develop marketing materials.

Skills: Proficient computer skills, including Microsoft Office. Excellent communication, organizational, interpersonal, and customer service skills.

Job Environment

- Administrative work is performed under typical office conditions. Work is frequently performed outdoors with exposure to various and often unpleasant weather conditions, and hazards.
- Work environment is quiet.
- Operates a computer and standard office equipment; and operates varied hand and power tools.
- Interacts with the public, state and federal agencies, volunteers, and various non-profit organizations.
- Errors could result in personal injury/loss, damages to building and/or equipment, monetary loss, or adverse public relations.

Town of Brewster, MA

Property Manager

Page | 2



TOWN OF BREWSTER, MA JOB DESCRIPTION

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires moderate physical effort. The incumbent must have the physical ability to use hand, power tools, and work outside during all types of weather conditions. This position requires the physical ability to occasionally lift materials up to 60 pounds while working in adverse weather conditions. Employee is constantly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Vision and hearing at or correctable to normal ranges.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer