

Connecticut Landmarks



POSITION ANNOUNCEMENT:

PROPERTY MANAGER, CONNECTICUT LANDMARKS Hartford, CT

Overview

The Property Manager conducts and oversees regular and deferred maintenance and restoration projects at all of Connecticut Landmarks' 11 historic properties and sites located across the state and promptly addresses site administrator needs and property preservation requests on time and within established budget. This position will perform a variety of semi-skilled and skilled work in the maintenance, repair, and restoration of historic buildings, facilities, equipment and fixtures including but not limited to carpentry, plumbing, electrical and limited heating/air conditioning work. The candidate will also assist in the preparation of the annual restoration project budget.

Restoration and Maintenance

The Property Manager will provide for the care and security of CTL's historic sites by ensuring the proper maintenance of all systems related to each building including heating, plumbing, exteriors, grounds, and security. He/she will hire and supervise contractors and vendors as needed to complete snow plowing, trash removal and essential landscaping duties at each CTL site. Maintain an "on-call" status to properly manage property emergencies. The property manager will supervise the care and security of CTL's historic properties, and the seasonal opening and closing of its buildings by conducting the work and/or managing contractors and/or site staff. He/she will develop and execute a regular maintenance schedule for each property including the seasonal opening and closure procedures for each site.

Required Skills and Experience

The Property Manager position requires the proper level of skills and training to properly assess an historic building's special needs. Provide proper level of care, protection, and restoration associated with those needs using best practices in historic preservation and have familiarity with historic preservation rehabilitation standards, i.e. Secretary of Interior Standards for Historic Preservation and Connecticut State Preservation Office guidelines. The successful candidate will have good computer skills and be familiar with Microsoft Office suite including Microsoft Word, Excel, and Outlook. The candidate must have the ability to safely and accurately complete required work, including lifting up to 50 pounds; climbing stairs and ladders, squatting, kneeling and bending regularly; standing for extended periods of time and be able to work in varying weather conditions. A valid CT driver's license and the ability to drive to properties throughout the state is also required. Experience working at a historic site is highly desirable. The position is full-time with benefits. Salary range is \$40-\$50K depending upon experience.

Interested and qualified candidates should submit a cover letter and resume via email to Elaine Ingraham, Executive Assistant: elaine.ingraham@ctlandmarks.org