



CHRISTIAN SERVICE CENTER

Title: Property Manager

Reports to: Assistant Director of Operations

Organization: Christian Service Center of Central Florida

Location: Orlando, FL

Hours: 40-hour work week with schedule to be determined in partnership with supervisor

Pay Scale:

Position Summary

We are looking for a Property Manager to join one of Central Florida's oldest and most established social service agencies. Our mission is to prevent homelessness, combat poverty, cultivate self-sufficiency, restore hope, and glorify God through the faithful provision of services that directly address physical, emotional, and spiritual needs for families and individuals in Central Florida. With locations in Downtown Orlando and Ocoee the Christian Service Center has been serving Central Florida families with compassion and care for 53 years.

The Property Manager is responsible for the professional management of all assigned properties as well as the maintenance and janitorial personnel at the Christian Service Center campuses. An organized and sanitized campus is essential in helping the overall organization meet its goals to help our clients exit homelessness and poverty. Deft hands and technical knowledge are important parts of a Property Manager's arsenal. You must be well-organized with a professional understanding of janitorial needs and strong general repair skills. A keen eye for detail and physical stamina are valued greatly in this job. The Property Manager is also responsible for managing the repair and maintenance budget. This includes scheduling contractors, obtaining bids, making sound judgements and recommendations, and determining project priorities.

Chief Responsibilities and Duties

- Manage the sanitation and facility team as well as volunteers to accomplish daily, weekly, and monthly maintenance tasks.
- Monitor the facility maintenance budget and meet with the Director of Finance regularly to discuss project and budget needs.
- When needed, lend a helping hand by sweeping, dusting, mopping, etc.
- Perform maintenance and light repairs.
- Perform routine landscaping on the grounds.
- Repair equipment or appliances when applicable.
- Maintain constant communication with contractors.
- Provide accountability with regularly scheduled facility maintenance vendors to ensure compliance.
- Identify and report the need for major repairs to supervisor.

- Work with the volunteer Property & Facilities Committee to consult on priority needs, budget priorities, and long-term capital needs.
- Complete duties in adherence to a daily, weekly, and monthly inspection checklist, to be reviewed regularly by supervisor.
- Be able to work with and lead individual and volunteer groups.
- Responsible for directing and assisting vendors and contractors when they come to the properties.

Qualities and Competencies

- Self-starter who initiates needed safety repairs without waiting.
- Self-motivated to work through challenging logistics.
- Excellent follow-through to see a project from beginning to end.
- Strong interpersonal communication relationship and organizational skills.
- Excellent written and verbal communication.
- Works well in a group to problem solving unique solutions.
- Demonstrated flexibility and adaptability in an ever-changing environment.
- Confident interacting with people of all ages, backgrounds, interests, and values.
- Must have a drivers license with a clean driving record.

Education and Experience

- Previous experience in property management, facility maintenance, and/or janitorial services.
- Experience with hardware tools and electrical equipment.
- Understanding of electrical, plumbing, and HVAC systems.
- Ability to lift at least 40 lbs.
- Basic math skills.
- Experience driving a box truck a plus.

Job Type:

- Full-Time
- Position Pays \$45,000-48,000 DOE

Christian Service Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard for race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, reach with hands and arms, stand, walk, and use stairs. The employee also needs a reliable vehicle and will be reimbursed for mileage.