

## Preserve Rhode Island Job Description

### **Title: Property Specialist**

**Summary:** The Property Specialist will manage routine maintenance and assist with rehabilitation/capital projects for three historic properties owned by Preserve RI. Other responsibilities include providing property services for residential rental and condo units, and stewardship services at properties contracted with Preserve RI.

**Roles and Responsibilities:** The Property Specialist reports to the Program and Property Manager, and works closely with the Lippitt House Museum Director on various day-to-day operational needs.

### **Primary Responsibilities**

#### ***Project and Maintenance Management:***

- Develops and implements annual maintenance plans at Lippitt, Dexter, and Walker Houses, owned by Preserve RI.
- Assists with planning, developing work scope and budgets, contractor selection, and oversight of capital projects at Preserve RI properties.
- Schedules and/or performs regular maintenance, cleaning, and repairs at Preserve RI properties.
- Ensures that all physical aspects of the properties are functional and maintained in an attractive and stable condition.
- Conducts regular inspections of properties to anticipate and identify potential concerns and updates annual maintenance plans.
- Maintains building systems by contracting for services and supervising repairs; manages vendor relationships, including security, fire, pest management, HVAC, electrical, plumbing, and elevators.
- Manages vendor relationship for regular landscape maintenance including lawn mowing and snow removal.
- Responds to maintenance issues and tenant needs at Chase Farmhouse in Lincoln, RI, a property Preserve RI manages by lease, and is often in communication with town officials.

#### ***Stewardship Oversight:***

- Manages fee-for-service agreements to provide stewardship oversight for historic properties owned by other nonprofit organizations.
- Conducts weekly, biweekly or quarterly inspections, as required by each stewardship agreement.
- Prepares annual reports detailing property recommendations, as required by each stewardship agreement.
- Performs minor hands-on repairs.
- Manages vendor relations.

***Rental and Condo Management:***

- Oversees rental units (currently five units) at Preserve RI, establishing rental rates, advertising for and securing tenants, negotiating/overseeing leases, and resolving tenant requests.
- Manages common condominium areas for Lippitt House.
- Maintains good communication with tenants and condo owners.

***Other Duties:***

- Assists in planning PRI's Stewardship Services Program.
- Assists with annual easement monitoring.
- On-call for property-related emergencies, seven days per week.
- Administers property management billing, including timely submittal of invoices for purchases and vendors' invoices to bookkeeper.
- Assists in the preparation of the annual property management budget.
- Sets up for Lippitt House Museum events, including moving furniture and collection objects.

***Job Qualifications and Professional Skills:***

- Experience with historic buildings essential, advanced degree in historic preservation or related field preferred.
- Excellent people skills with peers, supervisors, trustees, vendors, tenants, and clients.
- Basic building skills such as carpentry, electrical, and plumbing abilities preferred.
- Competence in Microsoft Word, Excel and Outlook.
- Ability to plan and execute projects with only general guidance.
- Ability to manage many projects at once, within time and financial budgets.
- High degree of initiative and maturity of judgment.
- Proven ability in both written and verbal communications.
- Must have a vehicle and valid driver's license.
- Must be able to lift at least 50 pounds.

Salary range is \$38,000 - \$45,000 based on experience. Preserve RI offers a generous benefits package.

Interested applicants should send a resume and cover letter to [jobs@preserveri.org](mailto:jobs@preserveri.org) (no phone calls please). Information on our programs and properties can be found at <https://www.preserveri.org/>.

***Vaccination Status:***

Candidates will be required to show proof that they are fully vaccinated and boosted against COVID-19 as a condition of employment. Preserve RI will consider an exemption from the vaccine requirement if they are unable to get vaccinated due to a qualifying medical disability or a sincerely held religious objection. Preserve RI is not required to provide an accommodation or exemption from the vaccine requirement if doing so would pose a direct threat to others in the workplace or would create an undue hardship for Preserve RI.