

RDV STAFFING, INC
POSITION DESCRIPTION

PROPERTY MANAGER

REASON WHY POSITION EXISTS

This position is responsible for providing preventive care and daily grounds and maintenance services at a private residence. This includes oversight of outside vendors and contractors hired to perform specific tasks relating to maintenance. Full-time, salaried/exempt position which reports to the Heads of Household.

DUTIES AND RESPONSIBILITIES

Household Maintenance

- Conduct regular maintenance inspections throughout residence. Perform minor repairs and arrange for major repairs with appropriate contractor(s). Solicit competitive bids for projects as required; monitor all work provided by contractors.
- Develop an intimate working knowledge of, and maintain, all household systems (telephone, heating and cooling, humidifier and dehumidifiers, interior and exterior lighting, electrical, security, appliances, recreational equipment, exercise equipment, emergency generators, plumbing, water softeners, and sump pump) to ensure optimal efficiency and operation. Conduct maintenance, or arrange for maintenance, related to all systems.
- Work with outside vendors and RDV Corporation staff as appropriate and needed for items such as wireless, information technology, audio/visual, and lighting needs and programming.
- Maintain cleanliness and operation of fireplaces; keep wood bins stocked.
- Coordinate exterminator service and treatments on a regular schedule.
- Arrange for trash removal and put trash out for collection on scheduled days; maintain cleanliness and orderliness of trash receptacles; wash receptacles as needed.
- Maintain cleanliness and organization of garages, attics, and outdoor storage areas. Regularly wash garage floor and paint of floor/walls as required.
- Conduct regular checks throughout premises to ensure all light bulbs are in working order and replace bulbs as necessary; ensure adequate stock of miscellaneous supplies, i.e. batteries, light bulbs, products/equipment, filters, tools, etc.
- Regularly check house exterior (under eaves, dryer vent screen, exterior windows, etc.); clean as necessary.

- Inspect painted surfaces, wood, stucco, stone, and grout conditions of exterior of residence; clean gutters as needed.
- Ensure doors are well-oiled to avoid squeaking.
- Sweep and clean patios, decks, porches, and entryways regularly.
- Assist other household staff as needed on a priority basis, i.e. moving furniture, lifting heavy objects, etc.

Grounds Maintenance

- Conduct regular inspections throughout grounds. Perform minor repairs and arrange for major repairs with appropriate contractor(s).
- Maintain outdoor mechanical equipment, i.e. lighting, gates, eaves, troughs, flag poles, etc.; clean outdoor light fixtures regularly.
- Oversee mowing and edging of lawns. Consult with landscaping contractor for use of appropriate sprays and fertilizers and pest control for grounds; schedule applications as needed.
- Oversee services of landscaping contractors; ensure flower beds are consistently weeded and free of dead vegetation; pick up debris.
- Arrange for planting of annual flowers; oversee cleaning out beds in fall; oversee weeding of gardens as needed between routine maintenance visits.
- Ensure operational readiness of sprinkler system; inspect for leaks and malfunctions of equipment; coordinate repair with sprinkling system contractor as needed.
- Arrange for re-seeding/re-sodding bare spots in lawns every spring; monitor state of lawns throughout summer; adjust sprinkler system accordingly.
- Consult with tree service contractor and schedule feeding, trimming, and removal of trees.
- Oversee arrangements for snow removal service; supervise clearing walkways of snow leading to residence and ensure walkways are maintained in a safe condition at all times; assist as needed.
- Ensure cleanliness and operational readiness of outdoor grill and propane fuel tanks.
- Ensure recreational equipment is ready for use – bike tires pumped, bikes in working order, balls pumped, batteries charged, and broken toys repaired or disposed of if repair is not possible or is unsafe.

- Store off-season outdoor furniture and recreational equipment; ensure furniture and equipment are maintained in optimal condition.
- Inspect driveway at least once a year; arrange for repairs and preventive maintenance with contractor(s). Ensure dead or fallen tree limbs are promptly removed from driveway.
- Oversee and be responsible for care, maintenance, and operational readiness of power tools and other equipment.
- Ensure safe and proper use of tools and equipment including compliance with established personal protective equipment requirements.
- Assist with grounds preparation and support of special events that take place at the residence; may include other special duties assigned by Heads of Household.

Automobile Maintenance

- Maintain cleanliness of interiors and exteriors of automobiles, fuel levels, and repair and maintenance requirements.
- Arrange for professional detailing of all vehicles as needed.
- Ensure proper paperwork is in each vehicle; i.e. registration, insurance, documentation, etc.
- Maintain service records for all vehicles; arrange service as necessary.
- Ensure each vehicle is stocked with standard items; i.e. umbrellas, tissues, etc.

General Responsibilities

- Coordinate/schedule/monitor the following services: exterminator, trash removal, lawn and landscape maintenance, sprinkling system, tree service, snow removal, heating/cooling systems, appliance repair, plumbing repair, electrical repair, carpet cleaning, window washing, and water treatment systems.
- Maintain accurate contact list for outside vendors and contractors for the property.
- Work with contractors to help develop and learn mechanical and electronic systems.
- Maintain accurate record of maintenance items; keep a well-documented record of routine maintenance.
- Pick-up/drop-off people or cars at airport locations.
- Transport and stage bicycles at various locations as needed.

- Assist with holiday decorating, i.e. Christmas lighting, and special event requirements, table set up/tear down, etc.
- Must be proactive in ensuring Heads of Household are made aware of important grounds and household maintenance issues.
- Maintain a positive working relationship with family members and household staff.
- Perform special projects at request of Heads of Household; run errands as necessary.

QUALIFICATIONS

- Landscaping/grounds and maintenance experience required.
- Leadership experience required.
- Vendor/contractor coordination experience required.
- Knowledgeable regarding proper care and maintenance of lawn, trees, shrubs, etc.
- Knowledgeable regarding mechanicals, such as underground sprinkling systems and heating/cooling systems.
- General knowledge and basic skill level in certain trades, such as mechanicals, HVAC, plumbing, appliance repair, building/carpentry, painting, etc.
- Strong interpersonal and communication skills are essential.
- Attention to detail, organization, and follow-through in daily routine is essential.
- Ability to maintain a highly productive work output without immediate supervision.
- Valid driver's license required.

ESSENTIAL PHYSICAL DEMANDS

- Required to wear appropriate employer-provided safety equipment in performance of job.
- Ability to lift fifty (50) pounds to a maximum height of six (6) feet; occasional lifting to eighty (80) pounds.
- Ability to stoop, bend, kneel, climb, and remain standing on feet for lengthy periods of time.
- Ability to safely operate power machinery and lawn care tools.

- Ability to work outdoors in all types of weather conditions.

ADDITIONAL REQUIREMENTS

- Responsibilities are conducted in the *home(s)* of the client of RDV Staffing. While an employer/employee relationship exists, it is important that employee is genuinely committed to contributing to a happy home environment. May be required to “pitch in” to perform a household task not specifically outlined within this job description.
- Preservation of a peaceful household atmosphere is essential. Responsibilities should be carried out with minimum of intrusiveness into activities of the family. This requires flexibility and ingenuity with sensitivity to privacy of family members at all times.
- Must demonstrate professionalism, pride, enthusiasm, and graciousness in service; must be self-motivated; display good listening skills; be a responsible, dedicated, and dependable person of highest integrity; neat and tidy in appearance. Attention to detail and organization and follow through in daily routine essential.
- The family’s privacy is of critical importance; therefore, the highest level of confidentiality in the family’s business and personal matters must be exercised at all times.

HOW TO APPLY

Visit our job board at <http://jobs.rdvcorp.com>