



JOB DESCRIPTION

Property maintenance specialist

Position summary

The Ingham County Land Bank seeks a knowledgeable, experienced, self-directed, responsible, and detail-conscious candidate to serve as its Property Maintenance Specialist. This is a hands-on position, requiring the Property Maintenance Specialist to ensure numerous, often time-sensitive, field tasks are completed. The position is full-time and located in Lansing, Michigan.

Primary duties

Under the direction of the Land Bank Executive Director, the Property Maintenance Specialist's primary responsibility is to carry out daily property maintenance tasks. Duties include, but are not limited, to the following:

1. Regular field inspection and monitoring of houses, condos, and commercial buildings to determine that:
 - a. Windows and doors are sound and secure; and
 - b. Structural, mechanical, electrical, and plumbing systems are working; and
 - c. Grounds are maintained and debris-free.
2. Lawn care and snow removal contractor coordination, including:
 - a. Working with other Land Bank staff to assign lot groupings and set up contractor billing each season;
 - b. Adjusting lawn care contractor scheduling and deploy snow removal contractors as necessary, based on weather conditions;
 - c. Spot-checking contractor work and advising contractor of work quality; and
 - d. Reviewing and approving contractor invoices for payment.
3. Regular field monitoring, and maintenance as necessary, of vacant lots to ensure that:
 - a. Properties are trash and debris-free;
 - b. No abandoned cars, boats, etc. are present;
 - c. Any code compliance violation notice is cleared on a timely basis; and
 - d. Contractor lawn care and snow removal is timely.
4. Field work on County Treasurer's newly foreclosed properties each year, including:
 - a. Securing properties with new locks and window board-ups as necessary;
 - b. Posting and removing legal notices and auction signs according to the County Treasurer auction schedule; and
 - c. Determining whether further contractor work is needed to clean interiors or grounds.
5. Documentation of field inspection and monitoring activity in Land Bank's property management software system.
6. Creation and maintenance of a punch list of assignments.

7. Internal consultation about site issues to determine the most effective course of action.
8. Cordially engage with members of the public.
9. Assistance with special projects.
10. Other duties as assigned.

Culture and work environment

The Land Bank delivers on a mission-driven annual calendar of regular activity from one year to the next, with opportunities for a variety of new major and minor projects with each annual task foreclosure cycle. We are a busy crew, but encourage a healthy work and personal life balance.

The Land Bank's office is currently located in northern Lansing in a remodeled commercial building. Property maintenance tools and supplies, as well as a truck, are stored in the pole barn behind the office building.

The Land Bank's office is open for business Monday through Friday, 8:00 am to 5:00 pm. The Maintenance Specialist will be generally available between the hours of 8:00 am and 5:00 pm. The Property Maintenance Specialist is expected to be accessible outside regular work hours for the rare emergency. The Land Bank provides employees with a computer, office telephone, internet access and use of typical office equipment and supplies.

Much of the Property Maintenance Specialist's time is spent in the field, under various weather conditions. Typically, foreclosed residences and commercial buildings are not sanitary, and caution should be used in determining structural safety. Field work includes trash pickup, including the occasional discarded, rain-soaked mattress.

The Property Maintenance Specialist will be expected to use the truck and a cell phone provided for Land Bank-related work. The Property Maintenance Specialist can be provided a Carhartt or similar cold-weather work jacket, waterproof boots, and Land Bank t-shirts.

Qualifications

The strongest candidate will have demonstrated:

- Prior experience in property maintenance;
- Basic working knowledge of building mechanical, electrical, and plumbing systems;
- Possession of a valid Michigan driver license and a good driving record;
- Ability to timely, effectively, and independently manage a punch list of tasks.
- Ability to lift or drag up to 75 pounds.

S/he will possess strong verbal and written skills, be nimble with numbers, details and the Microsoft Office suite, and work well in a team and as self-directed individual.

Compensation

Compensation is commensurate with experience. The Land Bank offers health (medical/dental/vision) insurance, a 401(k) plan, County holidays and paid time off, and professional development opportunities.

Background

The Ingham County Land Bank Fast Track Authority is a local unit of government established in 2005 under the Land Bank Fast Track Act, Public Act 258 of 2003. The Ingham County Land Bank returns tax-foreclosed, purchased, donated, and unclaimed properties to beneficial use and onto local tax rolls using land banking tools. Land banking tools include title clearing, blight removal, residential and commercial building renovation, new construction, and green infrastructure such as urban gardens. As a local community and economic development organization, the Ingham County Land Bank's mission is building great places, strengthening communities and neighborhoods, and generating sustainable economic prosperity.

The Land Bank has nine full-time employees. Its 2018 annual budget exceeded \$3 million. Revenue includes federal, state, and local grants, local appropriations, and property sales.

Through grants and local appropriations, the Land Bank has invested about \$58 million into foreclosed properties, eliminating blight, restoring green space, building energy-efficient single family homes, and renovating homes and condominiums. It has sold more than 1200 vacant and improved properties. Many houses and condos have been sold to income-qualified households.

The Land Bank currently holds title to 1000 parcels. Over one hundred vacant parcels within the 100-year floodplain are targeted for flood hazard mitigation programs, including river corridor enhancements and (potentially) a new urban agriculture zoning designation. Almost two hundred parcels are leased through its garden program. Over three hundred small or limited access vacant parcels will be sold as side yards to adjacent landowners. Some improved lots will be sold through an updated investor rehab program. The Land Bank schedules a manageable volume of single family new construction and single family and condo renovation each year. Both vacant and improved lots are offered to nonprofit housing partners.

Several clusters of parcels scattered around Lansing provide the foundation for launching a new era of community development. The Land Bank looks forward to neighborhood engagement in visioning potential energy efficient housing (perhaps even passive solar and net zero), age-friendly/universal design, and appealing affordable and market-priced housing, green infrastructure, and community facilities, as funding and partnerships permit.

Application process

Please send a cover letter, resume, and references to Ms. Jeanna Paluzzi, Executive Director, Ingham County Land Bank, at jpaluzzi@ingham.org.

Please contact Ms. Paluzzi at 517.348.6129 or jpaluzzi@ingham.org with any questions.

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