



**NEIGHBORS OF  
WATERTOWN, INC.**

**A Neighborhood Preservation Company  
Serving Watertown Since 1969**

Company: Neighbors Of Watertown, Inc.  
Job Title: Properties Manager  
Status: Non-exempt, full time – 40 hours per week

#### Description:

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. These opportunities include over 400 residential rental units as well as approximately 30 commercial rental spaces that are maintained by the company. Most units are located in the city of Watertown and the remaining units are in the Philadelphia area.

We are seeking a Properties Manager to oversee rental buildings owned or managed by the company. This is an hourly position.

#### Responsibilities include:

- Oversee and coordinate work assignments of property maintenance staff
- Develop and implement preventative maintenance schedules for residential and commercial rental sites
- Manage third party contractor support as needed
- Secure estimates and cost quotes, as needed
- Enforce safety and housekeeping practices
- Work with fiscal staff to develop and monitor maintenance budget
- Design and implement bulk ordering of supplies
- Oversee computerized work order system
- Other duties as assigned

#### Qualifications:

- High School diploma or GED
- 5 years work experience in property management
- Ability to work well with others and share or assign duties
- Good organizational skills
- Knowledge of Word and Excel required
- Reliable transportation for accessing scattered sites
- Ability to pass background check

