

**TOWN OF ISLE LA MOTTE**  
**JOB OPPORTUNITY: PROPERTY MANAGER**

**SUMMARY OF POSITION**

The Isle La Motte Selectboard is seeking an individual with significant experience maintaining an industrial building to provide bi-monthly support on building maintenance tasks for the Isle La Motte town office. This position works with Town Office staff and reports to the Selectboard.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- Regularly inspect property for needed improvements and upkeep.
- Prioritize and schedule repairs and maintenance.
- Document repairs and maintain maintenance records.
- Source and coordinate contractors for specialized jobs.
- Provide Town Office staff with lists of needed supplies and suppliers for purchasing supplies.

**DESIRED QUALIFICATIONS, ABILITIES AND SKILLS**

- Experience at maintaining industrial buildings
- Knowledge of potential suppliers and contractors in the region
- Makes safety a priority at all times

**SALARY AND COMPENSATION**

A schedule of two maintenance sessions per month for a total period of time anticipated not to exceed six hours is expected, though hours may fluctuate higher or lower depending on the project and workload. The rate of pay for regular sessions will be \$50.00 per hour. A rate of pay \$75.00 per hour will be applicable in the event of unscheduled work due to an emergency, work which will be authorized in advance by the Selectboard.

Those interested please email the Selectboard Clerk with contact information and interest: Andrea Carbone at [ilmvtselectboardclerk@gmail.com](mailto:ilmvtselectboardclerk@gmail.com) by 3/4/24. Interviews, if necessary, will be scheduled to occur during the Selectboard meeting on 3/6/24.