

New Position: Town Properties Manager

The Town is seeking to hire a property manager. The successful candidate will be a self-motivating individual, able to work independently and professionally. The successful candidate must be able to work seasonally flexible hours as described below. The position is budgeted to *average* 10 hours/week and is compensated at \$25/hr.

Responsibilities will include but not be limited to the following.

- Seasonal mowing of all town properties including Mullins Head Park
- Trail and property maintenance at Mullins Head Park
- Seasonal shoveling/snow-blowing of town properties
- Shoveling out Fire Hydrants
- Basic maintenance and repairs of town properties
- Landscape maintenance
- Filing weekly reports with the Town Administrator

Requirements:

- Physically able to shovel snow, including, as needed, clearing the roof of the shed extension of the Community Building/Fitness Center
- Ability to clean gutters
- Ability to operate ride-on mower
- Ability to trailer mower, other equipment
- Able to provide own vehicle capable of towing
- Ability to work varying hours, depending upon seasonal needs
- Basic carpentry and handyman skills

Interested candidates should apply in writing to the Town Office (PO Box 400, 16 Town Office Square, North Haven, ME 04853) expressing their interest and summarizing how their experience or training would enable them to meet the responsibilities and requirements of the position.