



## **Part-Time Property Manager and Building Superintendent (Contract Position)**

### Organization Background

Capitalize Albany Corporation (“CAC”) was established in 1979. The mission of CAC is “to facilitate strategic economic development and stimulate transformative investment throughout the City of Albany, making New York’s Capital a vibrant place to thrive.” As a catalyst for economic growth, CAC facilitates transformational development projects, serving as the City of Albany’s economic development arm. A registered 501(c) (3) not-for-profit organization implementing programs and resources to create, retain, and attract business in the City of Albany. Powered by investors composed of Albany’s community and business leaders, CAC manages and coordinates local economic development functions for the City of Albany. More information can be found on the CAC website at [www.capitalizealbany.com](http://www.capitalizealbany.com).

CAC owns several properties in the City of Albany including two (2) fully occupied buildings at 21 Lodge Street and 683 Broadway totaling approximately 8,340 square feet and approximately seven (7) acres of surface parking lots with four (4) vacant buildings totaling approximately 121,000 square feet around Liberty Park in Downtown Albany.

### Purpose

CAC is seeking a Part-Time Property Manager and Building Superintendent to assist the corporation in the day-to-day maintenance and management of properties it owns. The position is a one (1) year contract position with a term that may be extended by mutual agreement. The position is a contract position with a fixed monthly rate (to be proposed) based on an estimate of between five (5) to ten (10) hours per week. Additional hours, as approved by CAC, will be billed at an hourly rate.

Reporting to the Vice President, the Part-Time Property Manager and Building Superintendent is tasked with regularly monitoring the condition of each property, serving as the point of contact for building maintenance related issues and procuring and/or self-performing regular maintenance and repairs as approved by CAC.

### Responsibilities

- Regularly visit properties and provide condition reports to CAC;
- Ensure properties are well maintained and provide safe and sanitary conditions for occupancy and use;
- Advise the CAC of needed repairs to buildings, particularly critical life and safety conditions;
- Be available to respond to emergency situations;
- Oversee and/or perform the routine and preventive maintenance of properties and building equipment/systems and structures;
- Provide estimates or solicit bids for pre-approval by CAC for work to be performed; and
- Provide building related advice as needed by CAC.



CAPITALIZE ALBANY  
CORPORATION

### Qualifications

Qualified candidates will have the following skills and qualifications

- Minimum of five years in property management and/or building maintenance
- Experience managing repairs and maintenance for commercial, residential and/or industrial buildings
- Flexible and resourceful to adapt to different situations with limited resources
- Excellent verbal communications and customer service skills
- Superior collaboration and relationship building skills
- Excellent time management and attention to detail
- High school diploma or equivalent
- Valid driver's license with no major restrictions
- Desire to assist CAC in advancing its mission

### Inquiries

Send resume to [employment@capitalizealbany.com](mailto:employment@capitalizealbany.com), indicating contract title in the subject line and the proposed fixed monthly rate and additional hourly rate in email body.

Equal Employment Opportunity (“EEO”) and Minority and Women-Owned Business Enterprises (“MWBE”)  
CAC strongly encourages submissions from qualified minority and women contractors.