



Job Posting

Property Manager

The Morristown Parking Authority (MPA) is seeking a qualified individual to manage its buildings, grounds, and equipment, and assist the Director of Facilities in developing protocols for managing building and facilities maintenance. The facilities include 3 parking garages, 2 decks, 8 lots, and an office building. The Property Manager will be responsible for overseeing maintenance, snow and ice control, improvement projects, procuring contracts, managing contracts, vendors, and lease agreements.

This role requires performing complex technical administrative tasks, including planning, directing, and managing maintenance activities and employees. The successful candidate must have strong written and verbal communication skills to draft reports and make recommendations. Other duties, as assigned by the Executive Director, will be part of the role, with a minimum of 40 hours per week required. Minimum of 40 hours plus a week, evening meetings may be required, and the candidate must be available 24/7 for emergencies.

Requirements

- Proficiency in Microsoft Office, Word, Excel, and Outlook.
- Minimum of 3 years' experience related to facilities management.
- Possess and maintain a valid New Jersey Driver's License.
- Be able to communicate with outside vendors and members of the public in a professional manner.
- Excellent problem-solving and customer service skills.
- Ability to work and or be on call evenings and weekends.
- Work in inclement weather conditions when required.
- Mechanical experience and acumen a must.

The MPA offers excellent benefits for our full-time employees, including Sick and Vacation Paid Leave, Pension and Health Benefits.

Salary is commensurate with experience. Email a resume and cover letter to resume@mpanj.org with the subject line of the position.

The MPA is an equal opportunity employer.

14 Maple Avenue, Suite 101, Morristown, NJ 07950

(973) 539-4810