

Job 260 Property Manager for Private Property in Muskoka



The Property Manager oversees the year-round operations of a large lake property in Muskoka. The role is both hands-on and managerial ensuring top-tier property management. The Property Manager will work in coordination with a Toronto-based team.

Applicants must be legally eligible to work in Canada and hold a G-level driver's license with a clean driver's abstract (vehicle is provided). The position is live-out, offers a competitive salary, benefits, and paid vacation. Schedule is Monday – Friday, 8 am – 5 pm, with extended hours and weekend work during peak seasons.

KEY RESPONSIBILITIES:

1. Property Maintenance and Upkeep:

- Perform regular inspections of the cottage property, including buildings, grounds, and equipment.
- Ensure all facilities, including plumbing, HVAC, electrical systems, and appliances, are in good working order.
- Coordinate routine maintenance tasks, such as lawn care, snow removal, dock maintenance, and firewood supply.
- Oversee and manage repairs, ensuring issues are resolved promptly and to high standards.
- Maintain and service recreational equipment (e.g., boats, ATVs, watercraft).

2. Vendor and Contractor Coordination:

- Source, schedule, and manage contractors for major repairs, renovations, or specialized maintenance (e.g., roofing, painting, pest control).
- Monitor the performance of vendors to ensure quality service and adherence to schedules and budgets.
- Obtain quotes and approvals for larger projects or expenses from the property owner.

3. Seasonal Preparation:

- Handle seasonal opening and closing of the property, including water systems, winterizing buildings, and preparing docks and equipment.
- Conduct seasonal maintenance tasks, such as gutter cleaning, heating system checks, and pest prevention measures.
- Ensure the property is guest-ready for summer months or special occasions.

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4. Grounds Management:

- Oversee landscaping, including lawn care, garden upkeep, tree trimming, and general outdoor aesthetics.
- Maintain trails, paths, and shoreline areas for accessibility and safety.
- Monitor and address erosion, drainage, or other environmental concerns on the property.

5. Security and Safety:

- Ensure the security of the property by maintaining locks, alarms, and surveillance systems.
- Conduct regular safety checks on fire extinguishers, smoke detectors, and carbon monoxide alarms.
- Develop and implement emergency plans for events such as storms, power outages, or accidents.

6. Budget Management and Reporting:

- Track expenses related to property maintenance. Provide updates to the property owner.
- Manage a budget for routine operations, maintenance, and unexpected repairs.
- Provide recommendations for cost-saving measures or improvements to property efficiency.

7. Guest and Owner Support:

- Prepare the cottage for owner or guest stays, ensuring it is clean, stocked, and welcoming.
- Act as the point of contact for guests, addressing questions or concerns during their stay.
- Coordinate with property staff after each visit to maintain the property's readiness.

8. Compliance and Regulations:

- Ensure property complies with local bylaws, environmental regulations, and building codes.
- Manage permits for docks, water usage, or renovations as required.

SKILL REQUIREMENTS:

- Flexibility to adapt to seasonal demands and shifting priorities.
- Strong discretion, confidentiality, and professionalism.
- Lead, train, and manage staff while encouraging a positive work environment.
- Experience with property systems, task management tools, and inventory control.
- Proactive problem-solver
- Ontario Boating license and experience operating marine vessels is an asset.