Lyme Land Trust

Property Manager

Position Type: Temporary, Part-Time
Term: 6 months; the next phase will be determined after reevaluation.
Schedule: Up to 20 hours per week
Compensation: $30 per hour

Role Overview

The Property Manager oversees daily stewardship and maintenance of Lyme Land Trust conservation properties, keeping preserves, trails, and infrastructure safe, well-maintained, and aligned with the Land Trust's conservation mission. Reporting to the Executive Director, the Property Manager collaborates with the Stewardship Chair, Environmental Director, Stewardship Committee, Land Trust volunteers, and partners.

Property Care and Maintenance

- Inspect and care for preserves, trails, kiosks, signs, gates, fences, bridges, and other infrastructure. Coordinate maintenance and repairs with contractors, volunteers, and other service providers.
- Carry out routine upkeep, including trail clearing, mowing, brush removal, and replacing boundary markers and signs.
- Service and repair stewardship tools and equipment.
- Maintain an organized, efficient storage and inventory system in the stewardship garage.
- Assess maintenance needs and suggest improvements to preserve infrastructure.

Stewardship Collaboration

- Each month, the Stewardship Committee will provide a task list ranked by importance and expected time to complete.
- Organize stewardship volunteer activities and serve as volunteers' main contact.
- Help plan and carry out stewardship projects.
- Build and sustain positive relationships with the Town of Lyme, The Nature Conservancy, East Haddam Land Trust, and other conservation partners.

Reports and Records

- Submit a monthly report summarizing completed tasks and the time allocated to them.
- Supply information for Board and Stewardship Committee reports, the Annual Report, grant applications, and other organizational needs.



- Keep organized records of inspections, property maintenance, volunteer hours, and equipment upkeep.

Additional Duties

- Complete other assigned duties consistent with the role.

Required Qualifications

- Background in property management, land stewardship, parks, forestry, landscaping, conservation, or a related field.
- Ability to safely use and maintain basic landscaping and maintenance equipment.
- Strong skills in organization and recordkeeping.
- Ability to work independently with limited supervision.
- Excellent interpersonal and communication skills.
- A valid driver's license and dependable transportation.
- Ability to lift up to 50 pounds and perform outdoor work in varied weather.
- Have a truck. Experience using trailers.

Preferred Qualifications

- Understanding of conservation land management and trail upkeep.
- Experience leading or organizing volunteers.
- Working familiarity with GPS, mapping software, or GIS applications.
- Basic skills in carpentry, equipment upkeep, or mechanical repair.
- One or more completed chainsaw safety courses.
- Up-to-date First Aid/CPR certification.

Work Environment

- Frequent work outdoors on uneven terrain and in varied weather.
- Routine walking along trails and across conservation properties.
- Work involving power equipment and hand tools.
- Occasional evening or weekend hours for Lyme Land Trust events or special projects.

Commitment to the Mission

The Property Manager advances Lyme Land Trust's mission by protecting, maintaining, and improving conservation lands for wildlife, natural resources, and the public, while encouraging responsible stewardship and community involvement.