



Field Operations Technician

Job Description

The Albany County Land Bank Corporation is seeking applications for a full-time Field Operations Technician to join a growing, dynamic and impactful organization committed to revitalizing neighborhoods and strengthening communities throughout Albany County. The Albany County Land Bank's work is largely comprised of the acquisition, maintenance, improvement, development and responsible disposition of tax-foreclosed vacant and abandoned properties acquired from Albany County. The Land Bank serves an area of more than 530 square miles that encompasses three cities (including the state capital), ten towns, six villages and numerous hamlets. With a typical inventory of more than 400 properties the Land Bank's portfolio includes a variety of vacant lots and buildings commensurate with the County's variety of urban, suburban and rural population densities. The Albany County Land Bank is currently the second largest Land Bank in New York State measured by both property acquisitions, current inventory and sales, and the organization is expected to experience continued growth.

Job Responsibilities

Field Operations Technician is a newly created position intended to assist the Land Bank with the management and maintenance of its property portfolio. The successful candidate will be expected to complete tasks that include, but are not limited to:

- Visual inspections of Land Bank owned properties throughout Albany County: including pre-acquisition, portfolio/inventory and post-disposition field reconnaissance and reports
- Photograph and upload property pictures and associated property specifications to the Land Bank's property management database
- Install, update/replace and remove signage, lock-boxes, padlocks and hasps, etc.
- Preventive and corrective maintenance: of residential single family, multi-family and other buildings, including, but not limited to winterization, window and doorway board ups, debris removal, cleaning out roof drains, minor roof and building repairs; procuring/securing materials necessary for such repairs;
- Grounds keeping: including, but not limited to mowing grass, pulling weeds, trimming and pruning trees and shrubs, sweeping or raking leaves, removing garbage/litter/dumping and tidying up vacant lots
- Snow removal: includes shoveling, blowing or plowing snow away from covered and laying down rock salt atop icy surfaces to prevent slipping
- Troubleshooting and addressing property related problems as they arise
- Meet on site and provide prospective buyers, vendors and contractors access to properties
- Assist with coordination and management of the Land Banks property maintenance and improvement program and contractors
- Perform other duties as assigned



Required Qualifications

The following are all required for this position:

- A valid NYS driver's license
- Reliable transportation, preferably a truck
- At least 2 years of experience working as a handyman, property/buildings maintenance technician or in a related field
- Willingness to travel throughout Albany County
- Positive, honest, creative, and energetic attitude
- Ability to work independently, track time, be easily reachable and responsive during designated work hours, and complete tasks within expected time frames
- Ability to work with minimal supervision, perform heavy lifting/pushing/pulling, follow oral or written instructions
- Willingness to work with vacant and abandoned properties and in economically distressed neighborhoods

Desired Qualifications

- Familiarity with geographic areas served; knowledge of Land Bank properties/market
- Be willing to learn new skills and assume additional responsibilities if necessary
- Possess your own equipment needed to complete most or all the tasks this position entails (including, but not limited to: hand tools, prybars, screw guns, portable drills and saws, generators and grounds keeping tools)

This is a full-time, non-exempt position. Medical and dental benefits are available.

To Apply

All applicants should submit a resume to Erica Ganns, Office Manager at eganns@albanycountylanbank.org. All applicants must submit a resume. Only applicants that meet the required qualifications will be considered.

Resumes will be accepted until the position is filled.

About the Albany County Land Bank Corporation

The Albany County Land Bank Corporation was established in early 2014 by Albany County to facilitate the process of acquiring, improving and redistributing vacant and abandoned properties. The Land Bank is an organization committed to improving neighborhoods and has a responsibility to improve Land Bank properties for future use and return them to productive use. Visit www.albanycountylanbank.org to learn more.

The Albany County Land Bank Corporation is an equal opportunity employer. We seek to employ and assign the best qualified personnel in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.