

Property Management Support Team Leader

The property management support team leader does not have to be a member of Wesley Board of Directors.

The WF Board Property Chair, the Administrative Assistant/House Manager, and the Campus Minister work with the Property Management Support Team Leader to identify and coordinate all requirements.

The specific duties and responsibilities are to form a property management support team to assist in property management and maintenance. Some of these duties include:

1. Provide guidance and answer questions pertaining to property and building maintenance.
2. Annually review local property needs and estimate maintenance costs.
3. Develop plans for implementing repairs and upkeep of local property subject to approval of the board.
4. Inspect the building and property regularly identifying the need for minor repairs
5. Organize student and board property maintenance days to conduct minor repairs.