



Company: Tarragon L.L.C.
Position: Land Maintenance Manager
Reports To: Director of Construction
Classification: Exempt
Position Location: Sumner, Washington

POSITION SUMMARY:

The Land Maintenance Manager will protect the value of land holdings and find revenue streams from pre-developed land.

POSITION RESPONSIBILITIES:

The Land Manager's job responsibilities shall include, but not be limited to, the following:

- Manage day to day activities of assigned laborer.
- Negotiate and enforce agricultural and residential leases.
- Make repairs to rental properties as needed, first contact for tenants.
- Ensure security of properties and equipment.
- Keep record of management activity and provide reports.
- Maintain land management equipment fleet.
- Farm Management and planning.

SPECIFIC POSITION DUTIES:

LAND MANAGEMENT:

- Develop a land maintenance schedule and ensure work is properly carried out.
- Regularly inspect properties to identify maintenance needs and ensure security.
- Respond to adjacent landowners' concerns.
- Provide reports to upper management of land management activities.
- Offer suggestions for capital improvements.
- Request capital for improvement projects in quarterly budgets.
- Assist Development team as needed.

RENTAL PROPERTY MANAGEMENT:

- Prepare rentals for occupancy, show property, select tenants, and prepare lease documents.
- Respond to tenant issues and perform repairs as needed.
- Regularly inspect rental properties and enforce conditions of lease.

AGRICULTURAL MANAGEMENT:

- Negotiate ag leases and enforce conditions of lease.
- Develop farm plans, identify equipment needs and capital requirements.
- Manage Orton Farms hay operation and Misty tree farm ag land development, market products.

EQUIPMENT MANAGEMENT:

- Track service intervals and perform required maintenance.
- Keep a record of machine hours at each entity.
- Make equipment repairs as needed or take equipment to a mechanic for repair if necessary.
- Ensure security of equipment.



REQUIRED EXPERIENCE AND ABILITIES:

A successful candidate will possess the following experience and attributes:

- Position requires a bachelor's degree or trade school, and a minimum of five (5) years related work experience in Agricultural and/or land management.
- Basic knowledge of construction trades and maintenance procedures.
- Familiar with heavy equipment operation.
- Competency in Microsoft Word, Excel, and Project.

CORE COMPETENCIES:

- Accurate listening
- Ability to analyze complex calculations
- Attention to detail
- Accountability for others
- Ability to delegate (and follow up)
- Balanced decision making
- Creative problem solving
- Collaboration
- Customer oriented
- Excellent written & verbal communication skills
- Handling stress
- Personal accountability
- Persuading others
- Proactive thinking
- Problem management
- Project and goal focus
- Results oriented
- Quality orientation
- Self-management
- Specific industry or job knowledge

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to jobs@tarragon.com:

- Resume
- Cover letter

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.

Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.