

POSITION DESCRIPTION

Position: Property Manager
Program: ReStart PSH
Reports to: Program Director
Status: Non-Exempt
Date Prepared: 05/2018

POSITION SUMMARY:

The Property Manager is responsible for the safety and maintenance of the facility, supervision of vendors on site, and maintaining positive relationships with the residents of the property. They will assure regulatory compliance for the facility regarding all Federal, State, and local government regulatory compliance. The manager assures that all work is performed in a cost effective and service oriented manner in accordance with negotiated contracts, appropriate procedures and established organizational standards. This is presently an on-site residential position with twenty-four hour, seven day a week on-call availability responsibility, including oversight of additional properties.

OBJECTIVES/ACTIVITIES:

- A. Responsible for all aspects of property management.
 - 1. Submit reports as required by the management agent or mandated by the Federal, State or local government.
 - 2. Inspect property daily to ensure building and grounds are properly maintained and take or suggest any actions needed for repair in a timely, cost effective manner.
 - 3. Organize incoming and outgoing inspections and prepare inspection reports.
 - 4. Respond to all resident requests and complaints.
 - 5. Provide oversight of additional properties.
 - 6. Assist with investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, and planning renovations.
 - 7. Secures property by enforcing precautionary policies and procedures; responding to emergencies.
 - 8. Maintain an above average working knowledge of fire, safety, and health standards.
 - 9. Monitor property physical asset issues and long-term repair / replacement plans.

- B. Responsible for self-development
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend all mandatory training and meetings as assigned.

EQUIVALENT EDUCATION AND EXPERIENCE:

A minimum of three years experience is required in property management. Knowledge and physical ability to perform routine maintenance and repairs. A college degree is preferred or a combination of education and experience. A valid California Driver's License, clean driving record and proof of insurance is required.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communication skills
Ability to assist other people
Professional demeanor

Organizational skills
Analytical and decision making ability
Computer Skills

PHYSICAL REQUIREMENTS:

Lift and move up to 30 pounds
Stand, walk and sit frequently
Bend and stoop occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are performed independently with guidance and direction from Program Director. Must be able to work independently toward attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

No staff assigned at this time.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with county/state/city and business entities, residents, and outside service providers. The Property Manager is responsible for promoting company image and providing advice on company practices and procedures, while establishing and maintaining good working relationships with all residents. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

This position has no significant financial responsibility.

NUMBER OF EMPLOYEES:

0

This Property Manager job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____

Date Signed _____