

COMMUNITY ACTION PARTNERSHIP

JOB DESCRIPTION

TITLE: SITE MANAGER, FAIRVIEW TERRACE APARTMENTS

EXEMPT/NON-EXEMPT: Non-Exempt, Part-Time Position

REPORTS TO: Housing Program Director

ISSUE DATE: 09/20

GENERAL POSITION SUMMARY: Community Action Partnership's Housing Program serves Region II in North Central Idaho and Asotin County in Washington. The Housing Program includes affordable housing rental development, management, counseling, research, education and advocacy. Forty-two rental units are owned and managed under contract.

The Site Manager will be responsible for the day-to-day operation and general maintenance of the Fairview Terrace Apartments. The Site Manager will live in a two-bedroom apartment on the premises. This twelve-unit apartment complex is designated for persons with Developmental Disabilities. Scheduling will be flexible with the possibility of an occasional call during off hours. The role of the Site Manager will be to efficiently operate a clean, friendly and well-maintained apartment complex.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Provide new resident orientation;
- Clean grounds and common areas and prepare vacant apartments for renting;
- Collect and record security deposits, rent payments, tenant charges, and vending income.
- Make bank deposits and keep records of all transactions;
- Maintain petty cash account and prepare bills for payment;
- Complete leases and condition reports.
- Monitor and enforce compliance with lease, handbook, and HUD regulations;
- Take requests for repairs and accommodations;
- Document and handle complaints;
- Inspect apartments at move-in, move-out, and semiannually;
- Complete minor maintenance and repairs on units and common areas;
- Arrange for services and repairs needed for plumbing, appliances, electrical, or other problems;
- Ensure sprinkler system is functioning;
- Remove snow from walkways and driveway; trim shrubs near building; load and remove debris;
- Paint apartment interiors as necessary between tenants or as scheduled;
- Purchase supplies to manage and maintain apartment complex as per Community Action Partnership & FTA procurement requirements;
- Keep records and prepare reports as requested by management;
- Monitor activity and advise Housing Director of serious concerns regarding tenants, maintenance, or operation of apartments;
- Organize tenant meetings or activities.

SECONDARY FUNCTIONS:

- Be knowledgeable of community services for low income and developmentally disabled individuals and provide appropriate referrals as requested;
- Answer questions and provide information to assist applicants, service providers, family members, and tenants in preparation of application and verification materials;
- Help market vacant apartments;
- Obtain signatures on certifications, verifications, and other forms;
- Maintain and keep an inventory of all supplies, keys, tools, appliances, and equipment;
- Manage site office including use of records and equipment;
- Prepare facility for meetings of the Fairview Terrace Boards of Directors;
- Attend training and obtain certifications appropriate to duties;
- Perform other duties necessary for successful apartment operation as required by management.

JOB SCOPE: Rental site management and maintenance of 12-unit apartment complex that is subsidized and regulated by HUD and designated for very-low income households with an adult who has a developmental disability.

SUPERVISORY RESPONSIBILITIES: None

INTERPERSONAL CONTACTS:

- Ability to effectively communicate with co-workers, tenants, care givers, and others in a clear and positive manner in challenging situations
- Familiarity with community resources and experience working with developmentally disabled persons;
- Ability to create a positive, caring, and professional atmosphere between residents and management.

SPECIFIC JOB SKILLS:

- Demonstrated ability to work independently;
- Training or experience showing organization and math skills needed to maintain tenant and financial records;
- Experience and/or skills needed to maintain apartments and grounds;
- Experience in apartment management.

MINIMUM QUALIFICATIONS:

- High school graduate or GED;
- Ability to work up to 20 hours per week throughout the year;
- Ability to efficiently and safely complete all management and maintenance duties and responsibilities;
- Ability to successfully complete a criminal background check;
- Valid driver's license and driving record acceptable to agency insurance;
- Education, experience, or training related to working with persons with disabilities;
- Bookkeeping or office management training or experience.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting		x			
Standing			x		
Walking			x		
Running	x				
Bending/Crouching		x			
Kneeling/Crawling		x			

Lifting weight	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#			x		
10-25#		x			
25-50#		x			

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot			x		
Humid	x				
Cold			x		
Wet/Damp		x			
Machinery*				x	
Risk of burns/chemical exposure		x			
Outside elements (sun, rain, etc)				x	
Loud (above normal class level)		x			

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement: Calculate rent and deposit amounts owed, make receipts, and prepare bank deposits.

Language Requirement: Proficient English. Ability to communicate simply, respectfully, and clearly with residents who may not be able to read and/or may have a low level of reasoning.

Reasoning: Must be able to understand and comply with Fair Housing, HUD and state rental requirements, and Property Management procedures. Must be able to safely operate equipment and efficiently maintain grounds and buildings.

This job description is not a contract for employment. Duties may be modified or adjusted at the Administration's discretion to meet the agency's changing needs. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Community Action Partnership is an "At Will" employer. In accordance with Federal law, CAP does not discriminate on the basis of race, color, national origin, sex, age, disability, or sexual orientation.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Community Action Partnership.

Employee's signature

DATE

I have gone over this job description with this employee

Supervisor's Signature

DATE