

## JOB DESCRIPTION

Position Title	Department	Reports to
Property Manager	N/A	District/Regional Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	07/01/2015

### POSITION SUMMARY

To effectively supervise the overall operations of the apartment community on a daily basis in conjunction with on-site staff. Responsible for handling emergency situations during and outside normal business hours. Communicate with the corporate and regional offices with regard to property operation and personnel issues.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Property Operation:

- Collection of rents, expense controls and handling of resident issues.
- Must have a working knowledge of Resident Connect and the ability to troubleshoot any problems.
- Comply with all federal and state fair housing regulations.
- Obtain bids on special maintenance projects.
- Coordinate vendor scheduling as well as communicate with vendors effectively.
- Insure that all vendors have adequate insurance coverage.
- Walk the property for exterior maintenance issues to maintain excellent curb appeal.
- Complete special incident reports for property damage and send to corporate and Director of Property Management.
- Make sure that we have a proper supply of ready units at all times via property inspections and PSR reports.
- Maintain the maintenance section of the vacant status board.
- Responsible for all expense issues. Daily maintenance of the expense log, capital expenses, budget track sheets, petty cash etc. Submit all reports in a timely manner.
- Responsible for entire financial closeout at each month's end.
- Monitor and maintain all marketing and advertising for the property to ensure information is correct at all times.
- Conduct monthly safety meetings, enforce safety rules and make sure staff is following safe work practices.

Personnel Management:

- Responsible for maintaining an adequate level of staff at the property. This includes recruiting, hiring, retaining and termination.
- Maintain a good working environment for all employees.
- Handle all employee issues including scheduling of time off.
- Responsible for accurate completion of timesheets, timesheet recaps and all employee forms for submission to HR; ensure on time and accurate submission of monthly bonus sheets.
- Ensure each staff member is completing their assigned duties according to their respective job description.

- Follow the disciplinary procedures outlined in the employee handbook.
- Conduct performance appraisals.
- Complete all incident reports that may be required and send to District/Regional/Corporate.
- Report all employee issues to District and/ or Regional Manager.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

Must have a high school diploma. Need to be able to multitask daily activities. Supervisory and leadership skills required. Prior property management experience preferred. Basic computer skills required with ability to learn company specific software programs.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Must be able to remain at a desk for a period of up to 8 hours. Must be able to walk property for a period of up to 8 hours in various weather conditions. Must have the ability to climb stairs.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received and accepted by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.