

PROPERTY MANAGER JOB DESCRIPTION

Job Controls - Directs operations of apartment rental properties in accordance with the policy of guidance and procedures prescribed by the Management Company. Job performance is reviewed for adequacy and conformance with established procedures or specific instructions of the property supervisor.

Major Duties - As manager of the rental property, responsibilities are to:

1. Develop duty schedules and plans for the overall efficient management of the property.
2. Study local housing demands, turnover rates, physical requirements, and recommend changes.
3. Keep informed on changes in local rental, tax and utility rental rates being charged.
4. Maintain money transactions and resident files for the property.
5. Maintain building and grounds safety and fire prevention programs.
6. Direct and supervise work of office clerical personnel (if any) and assist building and grounds maintenance personnel in their daily tasks. Prepare daily task lists for accomplishments by himself/herself and maintenance staff. Conduct follow-up inspections to ascertain that all work is performed by his staff to maintain a high functional standard.
7. Operate a preventative maintenance program by way of conducting semi-annual inspections of units during winter and summer months. Take prompt corrective action on deficiencies reflected in reports of inspection and on daily requests from residents reporting a need for minor repairs.
8. Work directly with and coordinate the activities of his workers to assure timely accomplishment of minor repairs on buildings, electrical, plumbing, heating, ventilating, air-conditioning, lawn watering systems, and mechanical equipment. Maintain public areas such as halls and laundry rooms in a high standard of cleanliness. Maintain grounds in a high standard of appearance with respect to lawn mowing, trimming, raking and disposal of refuse. Develop resident cooperation for assistance and support in keeping the property clean and safe in accordance with prescribed standards.
9. On properties with swimming pool(s) and special recreational equipment, manager will inspect and maintain this equipment with daily inspection and maintenance servicing.
10. Safeguard and account for all supplies, tools, equipment and all other property owned by the property.
11. Purchase all supplies, tools, and equipment necessary for the property.
12. Obtain labor and material costs and work completion estimates for major repairs, renovations or replacement of equipment, and confer with property supervisor as to selection of correct estimate.

13. Purchase supplies and arrange for outside services, such as trash collection, cable television systems, mail service, public telephone installation, etc., as required.
14. Perform certification interviews, prepare verifications, and obtain recertification of incomes of residents on the schedules prescribed by government regulations.
15. Assist applicants in preparing applications for occupancy, determining eligibility, showing, renting apartments, completing lease agreements, and conducting orientation interviews outlining conditions and terms for occupancy.
16. Review housing applications, select residents, and assign dwelling units. Collect rent and issue receipts.
17. Establish resident relation policies and adhere to housing assignment procedures.
Promote harmonious relationships among residents, housing personnel, and persons of neighboring communities. Resolve complaints of residents. Maintain working relations with the local police and fire departments, governing officials; the welfare department or private social agency; and other community resources that are programmed and designed to assist residents of the property.
18. Responsible for the proper securing, protection, and disposition of all property assets including but not limited to property money, supplies, and equipment.
19. Performing emergency response duties and on-call duties outside of the normally scheduled workweek, as may be required from time to time by the property supervisor.