



SAINT LOUISE HOUSE

Build. Believe. Become.

PROPERTY MANAGER

Job Description

The Property Manager is responsible for managing the organization's multiple properties. Reporting to the Director of Operations, primary responsibilities include leading the maintenance team in the day-to-day maintenance operations. This position involves the administrative responsibilities listed below in addition to overall inspection, maintenance, and repair of the community. The Property Manager will partner with the Director of Operations with regard to budget preparation and inventory control.

Major Roles and Responsibilities:

Administrative:

Schedules the preparation of all market-ready apartments with regard to maintenance, and completes the final inspection.

Recommends the repair or replacement of any interior and/or exterior areas needing attention.

Oversees the bidding process of service contracts and monitoring of contracts and vendors.

Oversees capital improvement projects.

Orders and controls maintenance inventory.

Oversees regular community inspections.

Oversees the maintenance and upkeep of all mechanical equipment; including but not limited to water heaters, HVAC units, etc.

Creates and executes a Preventive Maintenance Program.

Enforces rules of occupancy.

Execute all lease agreements

Maintains and accounts for all property-owned tools and equipment.

Financial:

Assists in the preparation of annual budgets and monitors expenditures

Oversees the selection of various vendors with regard to value and budget.

Oversees the bidding process of service contracts and monitoring of contracts and vendors.

Collects and tracks rental payment

Leadership:

Directly supervises Maintenance team

Oversees/ Leads onsite volunteer groups
Offers recommendations regarding improvements to the overall operation of the community.
Enhances and maintains the value of the community.
Assists the overall team effort through effective leadership.
Understands and complies with Fair Housing laws and standards.
Represents the company in a professional manner at all times.

Customer Service:

Tracks and prioritizes work orders
Ensures all service requests are handled in a prompt, courteous and efficient manner
Strives to continuously meet or exceed resident satisfaction.

Other Job Functions:

Performs various maintenance functions, supporting maintenance team
Oversees security systems and safety of residents
Assists with and attends community sponsored resident activities and functions.
Assists in identifying life safety issues and ensures these issues are corrected in a timely manner.
Ensures safe work practices are being followed by all maintenance staff in relation to proper equipment handling and safety practices.

SKILLS & EDUCATION AND EXPERIENCE

A high school diploma or equivalent is preferred.
A minimum of four years hands-on maintenance experience in areas such as plumbing, electrical, carpentry, HVAC, etc.
Excellent communication, supervisory, and leadership abilities required in addition to basic knowledge of current codes and regulations.
Valid driver's license and good driving record along with auto insurance required.
Bilingual a plus

To apply, please send a resume to Robin Kamperman, Director of Operations at rkamperman@saintlouiseshouse.org.