



PROPERTY MANAGER

Definition

Under general supervision of the Executive Director and/or Assistant Director to be responsible for supervising, coordinating and administering the repair, maintenance and grounds of the Authority and tenant relations. Responsible for assisting in preparation of various programs to assist residents, drug prevention, resident initiatives, etc.

A. Typical Duties and Responsibilities:

1. Responsible for administering and directing programs to maintain buildings, grounds, facilities, equipment and inventory of the Authority.
2. Responsible for supervising, training, directing, motivating and evaluating maintenance employees. Hear and resolve assigned employee grievances.
3. Responsible for the activities of maintenance crews and centralized crews in maintaining and repairing housing buildings and facilities, including plumbing, masonry, carpentry, painting, electrical, HVAC, mechanical, janitorial, grounds and emergency.
4. Responsible for the quantity and quality of work and for compliance with safety and code requirements.
5. Responsible for the preparation and administration of the departmental budget and for the preparation of various reports and records.
6. Responsible for the establishment of standards and programs for preventative maintenance.
7. Responsible for the preparation and administration of various maintenance contracts including soliciting and analyzing bids for repairs, renovations and maintenance; and evaluating their performance.
8. Responsible for the purchase of building and maintenance supplies, parts, machinery, equipment, vehicles, etc. for the Authority.
9. Responsible for the disposition of building and maintenance machinery, equipment, vehicles, etc. for the Authority.
10. Responsible for coordination and preparation of leasing and for the Move-In/Out, routine, annual and HUD REAC inspections and review of buildings and facilities to determine need for major alteration, repair and replacement.
11. Responsible for creative maintenance procedures, including resident maintenance self-help programs.
12. Responsible for inspection and preparation of fire damage reports.

Mission Statement

To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and community revitalization.

13. Responsible for planning and implementation of efficiencies in operation manpower utilization, growth and development of the department.
14. Responsible for coordinating and receiving city services for the developments.
15. Responsible for Modernization field inspections, coordination with architect regarding job specifications and drawings, and supervision of the Clerk of the Works.
16. Responsible for meeting with community organizations that offer services to residents.
17. Responsible for collection of rental payments, court procedures and evictions.
18. Responsible for hearing and resolving tenant grievances.
19. Assist in the preparation of the PHA plans.
20. Available after hours for emergencies, burglar alarm, etc. as needed.
21. Perform related duties as assigned.

B. Supervision Received and Given

Oral and written instructions are received from the Executive Director and/or the Assistant Director. Supervision given to Maintenance personnel and assigned personnel.

C. Minimum Acceptable Qualifications

Bachelor's degree in civil, mechanical or electrical engineering, public/business administration or related field or equivalent job-related experience and training. Excellent computer and communication skills; experience performing bookkeeping and accounting functions; ability to prepare budgets and estimates; ability to organize and delegate; experience in the operation and maintenance of housing apartments; experience in resident and personnel management. Obtain Public Housing Manager Certification within one year of hire. Ability to perform the physically demanding aspects of the job with or without an accommodation. Valid TN Driver's License required and ability to be insured at standard vehicle liability rates.

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