



## PROPERTY MANAGEMENT APARTMENT MANAGER JOB DESCRIPTION

**POSITION TITLE:** Onsite Apartment Manager

**SUPERVISOR:** Director of Property Management

### **POSITION SUMMARY:**

The Onsite Manager performs Apartment Management tasks necessary to ensure consistent operation of the property. The Onsite Manager is called upon to function in the following areas:

- Establishing and promoting a community environment,
- Acting as a liaison for Property Management,
- Performing administrative responsibilities,
- Ensures turns are completed properly and in a timely manner (3-7 days),
- Track and Compete work orders in a timely manner. (1-5 days)
- Enforce the apartment Lease Agreement, the Rules and Regulations and the established policies and procedures.
- Maintains the landscaping and walks property daily.
- Other duties as assigned.

### **SPECIFIC RESPONSIBILITIES:**

#### **1) Serve as a liaison between tenants and staff of St. Vincent de Paul Property Management.**

- Maintain a written log of all communication with tenants. This includes any incidents witnessed or heard in the performance of ordinary duties.
- Notify Property Management of emergency situations.
- Post notices and other tenant communication door to door as needed.
- Post flyers on community bulletin board as needed.
- Check email at least every two hours to maintain communication with other staff.
- Check voicemails often and return all calls within 24 hours.
- Maintain availability by cell phone at all times during business hours.

### **PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job.

#### *Physical Demands*

- Sit for long periods of time, stand, climb up and down stairs
- Speak or hear, both in person and over the phone
- Use hands to operate general office and maintenance equipment
- Use legs, arms, hands, and fingers regularly for cleaning, maintenance repairs, and paperwork
- Reach with hands and arms and lift up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Use equipment regularly including maintenance tools and landscaping equipment

### *Mental Demands*

While performing the duties of this job, employees are regularly required to do:

- This position has a high priority for accuracy and detail
- Manage stress, this can be a high stress position
- Be efficient in a high production environment processing paperwork on a timely basis
- Work under deadlines with frequent interruptions
- Must have ability to set priorities on a continual basis and meet all timelines
- Speed, attention to detail and accuracy are required
- Confidentiality must be maintained at all times
- Interact with persons from diverse backgrounds who may be confused, irrational, irate or hostile
- Interact with division management and staff
- Use written and oral communication skills
- Read and interpret data, information and documents
- Use math or mathematical reasoning
- Learn and apply new information skills