



**St. Vincent de Paul**  
SOCIETY OF LANE COUNTY

## Mobile Home Portfolio Manager

Eugene, OR 97408

Pay \$22.00 - \$24.00 per hour

### Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program
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### Job description

**POSITION TITLE:** Mobile Home Portfolio Manager

**SUPERVISOR:** Property Management Director

**COMPENSATION:** \$ (DOE) Salary, 40 hours a week, Medical, Dental, Vision and Flextime after 90 days, Vacation and Holiday after 1 year.

**POSITION SUMMARY:** Since 1988, St. Vincent de Paul has developed multi-family housing for low income families, seniors and people with disabilities. We've developed more than 1,600 units so far and operate almost 1,500 of those units. Our Property Management department oversees our rental properties from Waitlist to leasing, including a robust portfolio of manufactured homes.

The MH Portfolio Manager leads, motivates, and develops high performing staff and On-Site Managers. Provide coaching, guidance, ongoing feedback and motivation to staff, ensuring adherence to all Regulatory Agencies, Fair Housing, MHCO and company policies and procedures. Train onsite managers on basic maintenance, property walks, scheduling of repairs and all other items requested.

The MH Portfolio Manager is called upon to function in the following areas:

- Travel and inspect properties frequently.

- Organize and coordinate training of staff.
- Prioritize tasks to ensure are all completed timely.
- Establish and promote a positive community environment.
- Organize and coordinate the completion of maintenance of and on the property.
- Organize and coordinate the hauling debris, dumping debris, hauling abandoned property, charting, storing, and hauling property from units.
- Track work orders and ensure completion in a timely manner through the Maintenance Team. (1-5 days)
- Organize and coordinate the landscaping at assigned properties.
- Organize, coordinate and respond to afterhours pager.
- Review and approve time cards for the MH Division Team.
- 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 Portfolio Managers, Department Head and RSC Supervisor of emergency situations.
- Post notices and other tenant communication door to door, 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 work-provided cell phone at all times during business hours.
- Organize and coordinate the completion of maintenance of and on the property.
- Organize, coordinate and complete work orders in a timely manner. (1-5 days)
- Organize, coordinate and complete turns in a timely manner. (3-7 days)
- Prioritize task to ensure are all completed timely.
- Prepare for and review audit findings. Remedy and document audit findings have been addressed and cured.
- A valid driver's license and pass SVDP screening for driving is required.

### **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*

- Stand/walk for long periods of time, sit, bend, stoop and climb up and down stairs.

- Speak or hear, both in person and over the phone.
- Use hands to operate general tools and maintenance equipment.
- Use legs, arms, hands, and fingers regularly for cleaning, landscape/maintenance repairs, hauling 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
- Confidentiality of staff and tenants 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

### **HOW TO APPLY**

**If you feel you are qualified and want to apply for this position submit a St. Vincent de Paul (SVdP) job application at <http://apply.svdp.us/>**

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.