



St. Vincent de Paul Society of Lane County, Inc.

P.O. Box 24608, Eugene, OR 97402

www.svdP.us and on Facebook

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On-Site Property Manager- Cottage Grove

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

POSITION TITLE: Onsite Property Manager-Full Time

Property Size/location: 40+ unit Mobile Home Park community located in Cottage Grove

REPORTS TO: Portfolio Manager

COMPENSATION: Apartment and Utilities (value is \$5.48 per hour) plus \$15 per hour for pay and great benefits package.

Do you have a passion to serve and build a positive community that Resident(s) call home? Serving Resident(s) with dignity and professionalism while ensure integrity at every step of the way is the mission that drives our communities and Resident(s) success. Our property management team is growing and values the excellence of our team members.

The Onsite Property Manager will work alongside their Portfolio Manager and other supportive team members for the success of the properties they oversee. We value our Onsite Management team members and their ability to work collaboratively on tasks to accomplish our mission. The following are a combination of duties, skills, and experience that are part of the Onsite Manager position.

RESPONSIBILITIES AND DUTIES

- Establishing and promoting a positive community environment.
- Communication verbally and in writing between peers and supervisors in a clear and professional manner.
- Track and document day-to-day interactions with Resident(s), Vendors, and all other pertinent information.
- Walk site daily and monitor for any preventative maintenance needs, trash removal, safety concerns, landscaping, or compliance related items that need addressed.
- Annually inspect Resident(s) homes and as needed for maintenance or to address concerns.
- Regularly report to supervisor regarding maintenance tasks, turnovers, major projects, and property related concerns.
- Keep site emergency action plan updated and implement any changes as needed or advised.

- Adhere to Fair Housing Laws, Oregon Landlord Tenant Law, and Saint Vincent De Paul Employee Handbook and training materials.
- Actively participate in finding improvements to the community by building site-specific capital improvements lists and community enhancement lists.
- Solicit multiple estimates for major projects across the community and as directed by portfolio manager and take a proactive approach to maintenance need across the community.
- Ensure and complete turns in a timely manner (3-7 days).
- Conduct move-in and move-out inspections with tenants.
- Schedule, track, and complete work orders in a timely manner (1-5 days).
- Enforce the apartment Lease Agreement, the Rules and Regulations and the established policies and procedures.
- Post notice(s) and generating letters to the community as needed.
- Investigate complaints and document findings.
- Know how to located SDS information in community procedural handbook or online for the community and follow OSHA regulations and SVDP Safety Policies.
- Prioritize and organize tasks to ensure timely completion and response to Resident(s) and Team members.
- Work alongside Resident Service Coordinators for Resident retention events and the supportive needs of the community.
- Data entry ranging but not limited to inputting Resident information and maintenance tracking for the community.
- Respond to after hour emergency calls when they arise and communicate with proper team members to for further assistance when needed.
- Skills and Requirements
- Outlook, OneDrive, excel, word, teams, zoom, and any other related software for performing weekly administrative tasks.
- Pass background screening
- Lift, Carry, Pull or push 25lbs.
- Pass housing screening for onsite home.
- Communicate clearly and effectively with others in writing and verbally.

DESIRED EXPERIENCE

- 1 year of Property Management experience as a manager, maintenance, or mix.
- Mobile Home Park Management experience preferred
- Experience in Yardi Voyager, Tenant Tech, or similar Property Management software preferred.
- Knowledge of HOME, LIHTC, and Affordable Housing property management.

Signature: _____

Date: _____