

Assistant Property Manager

Reports to: Property Manager
Classification: Full-Time
Date: 05/18/2022

Department: Property Management
Status: Exempt

POSITION SUMMARY:

Assist in the management and coordination of all activities related to agency-owned, leased, or operated properties and facilities, including offices, shelters, single and multi-family housing, apartments, storage buildings, and land. Assist in the supervision of staff and coordination of all lease and rental agreements and maintenance services, ensuring quality, safe work environments for staff, and access to safe, quality, affordable housing and facilities for agency staff, tenants, and customers. Maintain and repair all physical structures/buildings and grounds owned and operated by SEK-CAP, with an emphasis on safety and security. Assists Program Directors to develop and ensure programs, plans, policies, and procedures in the interest of safety, security and risk reduction are implemented; function across multiple specialty areas, including but not limited to emergency planning and security; ensure the safety and security of the employees, students, and visitors; respond to notifications of unsafe conditions and threats; conduct inspections and audits to maintain preparedness; provide education and training; ensure established procedures are followed by employees and visitors; collaborate with local, public and private agencies, as needed or assigned.

ESSENTIAL FUNCTIONS:

- Assist with monitoring and working within approved budgets, maintaining facility leases, developing and implementing cost saving measures, and conserving agency resources.
- Assist in maintaining the schedule of maintenance needs for all facilities.
- Assist in developing and monitoring the process to report maintenance needs for all facilities.
- Assist in evaluating long-term needs in relation to major projects and property needs.
- Assist in securing bids and making recommendations for purchases.
- Assist in directly supervising maintenance staff, and individuals performing contracted services, including assisting with interviews; hiring and training contract labor; assist in planning, assigning, and directing work; addressing complaints; and resolving problems.
- Cross train to provide Housing Services capacity.
- Review and be knowledgeable of rules and regulations governing all Housing Service programs.
- Assist, as needed, with interviewing and hiring personnel engaged in facilities maintenance; assist in planning, scheduling, and assigning work; assist in instructing and training in correct methods; check and approve work; and provide feedback on reviews and evaluation of employee performance.
- Assist with the development of forms for time, production, and inspection records.
- Inspect completed work for conformance to blueprints, specifications, and standards.
- Accurately communicate results of inspections to tenants and supervisor.
- Provide follow-up and/or re-inspection of rental properties as needed.
- Maintain and submit completed work orders to immediate supervisor in a timely manner.
- Account for work time and job results for each work assignment.
- Assist with the review and processing of contract labor billing in a timely manner.
- Ensure established safety procedures are followed for employees and visitors
- Audit monthly safety and security inspections and ensure corrections are addressed

- Assess existing safety and security measures and make recommendations for changes to direct supervisor
- Check operation status of cameras, document and report any issues to direct supervisor
- Gather video coverage requested by Program Director
- Collect, enter, analyze, maintain, and distribute data relevant to the safety and security of the agency's facilities
- Coordinate and facilitate training in accordance with best practices, in conjunction with program staff
- Identify and assess emerging threats, weaknesses, and opportunities that could impact safety and security operations
- Conduct safety drills to ensure staff are properly trained and prepared for emergency events
- Respond to and document alarm system issues
- Maintain and promote positive public relations.
- Assure program goals, objectives, and outcomes are met.
- Support and ensure compliance with various federal and state housing guidelines.
- Model strong work ethic and leadership, and promote harmony with SEK-CAP's strategic priorities, organizational values, mission, philosophy, and visions.
- Attend and participate in agency meetings as requested.
- Assist in reviewing Housing Services and Maintenance data and analyzing the quality and impact of program services.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Complete required documentation and reports.
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

1. Basic computer skills on IBM compatible P.C. systems and software.
2. Ability to work with minimal supervision.
3. Ability to use carpentry and power tools and measuring devices safely and accurately.
4. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
5. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
6. Resourceful and well organized.
7. Must be of excellent moral character.
8. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
9. Ability to learn and adapt.

Desired:

1. Three years of community housing development work or construction management experience, including three years supervisory experience, or an equivalent combination of education and experience.
2. Heating Ventilation Air Conditioning (HVAC) knowledge.
3. Previous carpentry, home inspection, or home construction experience.

4. Knowledge and application of Housing Quality Standards.
5. Knowledge of principles and practice of grant and housing program management.
6. Knowledge of management and supervisory principles and techniques.

EDUCATION AND QUALIFICATIONS:

1. Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier.
2. Bachelor of Science in Technology Degree with a Major in Construction Management and/or equivalent experience.
3. Have or be willing to obtain Housing Quality Standards (HQS) Inspection Certification; Lead Based Paint Safe Practices Training Certification.
4. Submit to and pass standard criminal history check.
5. Submit to and pass health assessment and TB Test.
6. Submit to and pass standard drug screen test.
7. Obtain CPR/First Aid certification.
8. Be fully vaccinated for COVID-19 before beginning employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reach with hands and arms;
2. Sit and occasionally required to stand; walk and stoop, kneel, or crouch;
3. Regularly lift and/or move up to 50 pounds;
4. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
5. Occasional exposure to wet and/or humid conditions; outside weather conditions of extreme cold and heat;
6. Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date