

Site Manager -

Responsible for Site Management and General Maintenance task at Williamsport PA property. This position will be assigned specific hours at the above referenced property and will be responsible for performing duties identified in the key job functions below.

Supervisor: Arbor Housing and Development PM Properties Supervisor

Education/Qualifications:

- Must possess Associates Degree (A.A.) from a two-year college or university; or six months to one-year related experience and/or training; or equivalent combination of education and experience.
- Proficient basic math skills.
- Ability to work independently.
- Highly motivated, well organized, empathetic individual. Position continually requires demonstrated poise, tact and diplomacy.
- Proven effective and efficient oral and written communication and listening skills. Must be able to apply commonsense factors.
- Basic computer software knowledge (i.e. word processing, work orders, Microsoft Outlook).
- Valid driver's license, insured, and reliable transportation

Key Job Functions:

- Screen and conduct interviews with all potential tenants/applicants; Maintain and update a waiting list of potential tenants.
- Ensure that all applicants are qualified and certified.
- Conduct an annual recertification of tenants. Special attention must be paid to eligibility criteria, i.e., HCR, and applicable rental assistance.
- Assist the PM Properties Supervisor in their efforts to market and advertise the property in keeping with specific management agreements and as necessary. This includes, but is not limited to sending out applications, taking telephone inquiries, organizing tours, etc.
- Prepare leases, and review with tenant for understanding and to secure signatures.
- Collect security deposit per lease agreement.
- Collect monthly rent payments and work diligently with tenants to maintain (0) zero rent delinquency.
- Maintain and update all records associated with the property accurately and timely.
- Comply with all funder recordkeeping and reporting requirements.
- Responsible for maintaining the property to ensure that the health and safety of each tenant is priority, e.g. routine custodial task
- Ensure property is in good repair, including but not limited to curb appeal
- Respond appropriately and timely to items and/or issues needing repairs and/ or replacement.
- Develop and maintain relationships with area professional contractors.
- Coordinate and schedule area professional contractors to perform complex repairs and/or replacement.
- Responsible for reporting any unsafe situations to the Director of Property Management.
- Prepare reports and forms that are required by funders and investors.
- Must comply with all funding source regulations.
- Responsible for performing other job duties as assigned.
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- Fosters respect and trust. Supports a harassment /hostile free work environment.

Arbor Housing and Development Expectations:

- Assumes a role model posture, demonstrating *Arbor Housing and Developments Standard of Acceptable Behavior* in every client/ peer / supervisor-coordinator encounter;
- Adheres to Work Schedule/Attendance and Punctuality as stipulated in Arbor Housing and Development Personnel Policy Manual, *current version*;
- Communicates regularly with Director of Property Management or designee on program events, needs and concerns;
- Accepts the responsibility of effectively discharging their role as Site Manager within the Property Management Program under the expectation of Arbor Housing and Development 's standards of work performance, which encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with all policies and procedures;
- Drives agency vehicle as required, conducting agency business.

Physical Demands / Environment

- Continuous mental and visual attention required
- Frequently lift, move, carry, push or pull up to 25 pounds
- Frequent physical activity includes bending and reaching, standing and walking.
- Using fingers to handle or feel; reach with hands and arms.
- Frequently climb stairs and ladders; balance; stoop; kneel; and crouch.
- Professional Office Setting