

ONSITE MANAGER/ASSISTANT ONSITE MANAGER

THE POSITION:

Under supervision of the Property Manager, to ensure decent, safe and sanitary housing to those residents of assigned apartment complex(s).

EXAMPLES OF DUTIES:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

- Rental Activities: advertisement preparation, showing vacancies, accepting rental applications, holding deposits and completing rental agreements including move-in and move-out inspections, keeping vacant units clean and answering phones.
- Rent Collection Activities: collecting rent, executing receipts, serving late rent notices and 3-day notices.
- Administrative Activities: bank deposits, comparative rent reports, compile rent change notices, maintain rent collection records, prepare late charge and delinquent notices, prepare 3-day notices and enforcement of apartment rules.
- Record Keeping Activities: prepare manager's weekly apartment report, manager's weekly time report and various other reports as necessary.
- Property Monitoring Activities: exterior cleaning, entry and common area cleaning, sign cleaning, driveway cleaning, grounds inspections and garbage area clean up.
- Maintenance Activities: recreation area cleaning, laundry area cleaning, hallway cleaning, light bulb replacement, carport cleaning, vacuuming of common areas and filter changes
- Repair Activities: replacing stove and oven handles/knobs, replacing door knobs and cabinet catches, minor plumbing repairs, disposal stoppages, toilet seat replacement, key replacement,
- Landscape Care Activities: watering of lawns, shrubs, trees, planters and flower boxes and weeding of planter boxes
- Miscellaneous Activities: elevator cleaning, ice removal and precautions, furniture cleaning, tenant activities, satellite dish monitoring and approval and respond to lock-outs and after hour emergencies.
- Maintain good public relations with the community by conducting all apartment complex activities in a professional manner. Be liaison with tenants, answer questions, handle service requests and resolve complaints, etc.
- Maintain an accurate inventory of all property supplied to the project.
- Maintain accurate records of all petty cash and expenditures, reimbursements, and/or similar items expended or received on behalf of the complex.
- Operate and maintain all office equipment safely.
- Comply with the provision of all-pertinent Equal Housing Opportunity regulations and rules.
- Supervise all maintenance including contractors when necessary.
- Have at the time of employment and maintain throughout employment, reliable transportation, a valid California Driver's License and automobile insurance.
- Live Onsite
- Other Miscellaneous Duties as assigned by your Property Manager.
- Must attend mandatory meetings at various sites (min. once a month).