
East Coast Property Management

Job Description – Property Manager

Position:	Property Manager
Location:	Millsboro Village, Millsboro, Delaware
Classification:	Full-Time, Non-Exempt
Immediate Supervisor:	Regional Manager

Description:

While this job description describes the typical duties and responsibilities of the position there will be times when this position will be called on to do other and/or additional tasks for the organization.

The Property Manager is responsible for assigned property and its staff, ensuring that the property is operating in compliance with all applicable program regulations and East Coast Property Management policies and procedures.

Duties and Responsibilities

Specific:

- Implement all company personnel and procedural directives.
- Supervise, train, and motivate all on-site employees.
- Assure the workplace is safe and that all employees are aware of safety procedures and any equipment necessary is available and being properly used.
- Meet with the Regional Manager annually to review the job performance of staff members.
- Document any employee's unacceptable job performance and discuss such matters with the Regional Manager.
- To be notified by staff members when they will not be at work and assure the smooth operation of the property during their absences.
- Regularly meet with maintenance personnel to update them on any anticipated vacancies and other matters regarding the physical maintenance of the property.
- Record absences and sign time sheets prior to payroll submission.
- Manage the property in a professional manner that reflects East Coast Property Management's policies.
- Follow all company policies regarding lease violations and appear in court as the property's representative.
- Notify the Regional Manager and participate in any informal hearings when requested by a tenant or application.
- Respond to any emergency situation and report such events to the Regional Manager.
- Regularly inspect the property – walking the grounds and inspecting vacancies.

- Notify the Regional Manager of any concerns about the property and make suggestions based on first-hand knowledge and maintenance department input.
- Maintain full occupancy of the property in accordance with policies and procedures outlined in the operations manual.
- Maintain tenant files, waiting lists, computer files, and other recordkeeping in a neat and organized manner.
- Stay within the property's budget and obtain the Regional Manager's approval for any purchases exceeding \$300.00.
- Approve all purchase orders.
- Prepare month-end submissions for the property and assure that all month-end paperwork is submitted to the accounting department no later than the 3rd day following the end of each month.
- Deposit all money received on the day of receipt and immediately notify accounting of the deposit.
- Make every possible effort to collect full monies owed from each tenant.
- Maintain and disburse petty case only for authorized purposes.
- Review all bills and invoices to ensure accuracy prior to accounting submission.
- Ensure that East Coast Property Management receives all bills on a weekly basis.
- Prepare and submit all required reports.
- Attend any meeting, seminar, or workshop as notified.
- Oversee outside contractors working on the property.
- Contact the Regional Manager regarding any concerns with contractual service providers.
- Meet with the Regional Manager to discuss the annual budget for each property.
- Report any insurance claims to the Regional Manager.
- Schedule inspections twice a year for each property and participate in the inspection team and notify tenants of the results.
- Participate in any governmental agency, investor inspection, or review of the property and assure the property is prepared for such review.
- Oversee implementation of rent increases.
- Qualify all potential tenants as per the procedures outlined in the operations manual following the procedures in a uniformed manner for every applicant.
- Read the operations manual and employee handbook.
- Regularly meet with the Regional Manager to keep updated on all policies and regulations governing the property.
- Provide the Regional Manager with a preventative maintenance schedule; prepared with the input of the maintenance staff.
- Provide the Regional Manager with an updated emergency call list whenever there is a change.

General:

- Position may require the use of personal vehicle for East Coast Property Management travel, employees must maintain a valid driver's license and auto insurance.
- Abide by and comply with East Coast Property Management's personnel manual.
- Be courteous and businesslike manner in dealing with the public and co-workers.
- Maintain professional quality written correspondence, memos, proposals, etc.

- Maintain professional quality oral communication.
- Work individually with diligence to accomplish established work plan and objectives.

Qualifications

General Requirements:

- High school graduate degree in business, administration, or other appropriate field preferred.
- Excellent verbal and written communication skills.
- Basic computer and accounting skills.
- Ability to multi-task and pay attention to detail.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.

Note: Direct deposit of pay is a condition of employment. Failure to agree to participate in direct deposit will result in the withdrawal of offer of Employment.

I have read and understand the responsibilities detailed above and I also understand that my duties are not limited to the above but include any other tasks required or assigned.

Name (Printed)

Signature

Date