

Property Manager

Nature of Work

This is a professional administrative position in managing the maintenance and unit inspection activities of the Housing Authority of the City of Bradenton (HACB) and its' affiliate partner groups. General direction is received from the Executive Director but the employee works with considerable independence in carrying out tasks related to this position. Work is reviewed by the Executive Director for conformance to established policy and required approval from the designated offices of HUD. The incumbent in this class will have supervisory responsibility over one or more employees of the Authority. Performs other related work as required. Position reports directly to the Executive Director.

Example of Duties

- Coordinates and manages all maintenance and inspection activities for HACB developments; CHDO and NSP properties
- Ensures compliance with local building codes, state and federal building guidelines and requirements
- Ensures inspections of grounds; performs and documents results for annual inspections of PH units and quarterly inspections of CHDO and NSP properties
- Performs and documents results from home visits for public housing applicants
- Schedules and conducts quarterly QC inspections for a select number of HOPE VI ACC families
- Performs annual customer satisfaction survey for select number of HOPE VI ACC families
- Maintains physical needs assessment in compliance with HUD requirements; coordinates REAC planning, scheduling and preparation of properties for REAC inspections
- Manages all force account labor and projects as required within budget
- Maintains public housing unit keys, cores, and key machines; makes unit keys as needed
- Generates work orders for inspections performed and ensures timely processing and close out of work orders
- Receives all work order requests, schedules work, inspects work, closes out work orders and ensures results are input into agency database system within established timeframe
- Receives all unit turnaround paperwork, inspects and documents unit turn needs including supply, equipment and material needs, documents tenant charges, tracks, records and reports on unit turnaround time, unit turnaround costs and tenant charges
- Establishes and maintains controls of capital asset inventories; recommends extraordinary maintenance and betterment; prepares and submits budgets relating to public housing units
- Performs weekly common area inspections of all HACB owned properties including walking the properties, identifying resident violations, preparing violation notices and tracking violation cures
- Plans, designs and administers extraordinary maintenance contracts, including contract negotiations, inspections, and authorization of payments

- Works with pest control vendor to ensure regular pest control treatments; schedules monthly pest control treatments, accompanies pest control vendor during monthly visits, and cleans vents / replaces air filters
- Performs monthly housekeeping inspections on all HACB owned properties; identifies and documents instances of poor housekeeping, issues violation notices and tracks violation cures
- Prepares and submits monthly reports providing details to the E.D. for all areas of responsibility
- Assist maintenance staff with completing work orders as may be needed

Example of Supervisory Duties

Directly supervises assigned employees. Carries out supervisory responsibilities in accordance with the organization's policies, applicable laws and HUD regulations. Responsibilities include interviewing, hiring recommendations, training employees; planning, assigning, and directing work; assists in appraising performance of subordinates; rewarding and disciplining employees; addressing complaints and resolving problems.

Desirable Knowledge, Skills and Abilities

- Considerable working knowledge of the methods, practices and techniques of the building trades and the materials used in the work of such trades.
- Considerable knowledge of unit inspections, unit turnaround methods, carpentry, and minor repair techniques.
- Ability to direct and supervise the work of professional, skilled and unskilled employees.
- Ability to maintain a clean driving record and be bondable.
- Ability to establish and maintain effective working relationships with contractors, tenants, residents, staff and the public.
- Ability to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Desirable Training and Experience

High school graduate with a background in building maintenance and unit inspections and/or ten years' experience in a related field including code enforcement, construction and maintenance, and/or equivalent combination of education and experience. Must obtain the Uniform Physical Conditions Standards certifications within one year of hire. An appropriate valid Florida driver's license is required with a clean driving record.