

## Maximum Accessible Housing of Ohio (MAHO)

Position:	Live-In Manager
Exemption Status:	Non-Exempt
Primary Report:	Operations Director
Secondary Reports:	Executive Director, Assistant Executive Director

### Position Summary

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The **Live-In Manager** ensures efficient daily operations at Sheffield Vistas, in Sheffield Township. The Live-In Manager may be asked to assist with other MAHO properties. This position works as a team with management and administrative staff to facilitate the mission *to develop and/or facilitate options in housing for persons with physical disabilities.*

### Core Job Responsibilities

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#### Interior Tasks

- Complete Tenant work orders within 72 hours
- Be responsible for the Emergency Pager as assigned.
- Paint common areas
- Strip/wax floors
- Patch or replace damaged drywall
- Perform light plumbing, electrical and maintenance-related repairs
- Basic installation of electrical fixtures
- Basic installation of doors and door hardware including locks and hinges
- Assists with turnovers as assigned
- Assists with large Preventative Maintenance tasks as assigned
- Check property daily before to identify any immediate problems.
- Complete Daily Checklist including:
  - Clearing garbage from trash rooms and offices
  - Mopping floors
  - Spot clean all areas of the properties including but not limited to walls, handrails, machines, administrative & maintenance offices, and other places as assigned
  - Routinely buffing the floors in hallways and community areas
  - High dust and check emergency lights

#### Exterior Tasks

- Responsible for Snow Removal per the Snow Removal policy
- Use and care of powered and hand operated equipment
- Mow green area and trim the same
- Spread fertilizer and chemicals on lawn as needed
- Keeps plant beds edged, clean, and free of weeds
- Keep drainage areas clear for proper water flow
- Keep grounds clear of litter or debris

- Clean vestibules at each doorway

### **Administrative Tasks**

- Check e-mail at least once daily
- Assist in preparations for REAC Inspections
- Correctly communicate to e-mails
- Distribute paperwork as assigned in a timely fashion
- Complete work order paperwork including the initial correspondence in the work order log
- Maintain cleaning and maintenance supply lists
- Assist with the turn over paperwork
- Provide weekly report and checklist to Director of Operations
- Refer tenants to appropriate staff members.
- Assist other staff in any and all special projects related to the organization.
- Other duties as assigned

### **Requirements**

- Operating cleaning equipment
- Use of hand and powered tools (interior/exterior)
- Basic Microsoft Office applications
- Use of standard office equipment specifically fax machine, printer, and copier
- On-call including weekends for any emergency unless otherwise discussed with manager
- Reliable transportation and current insurance
- Ability to travel to different sites