# MaxHousing
## *Position Description*

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| Program: | Vistas Apartment Communities |
| Position: | Assistant Property Manager- Facilities Administration |
| Exemption Status: | Non-Exempt |
| Primary Report: | Facilities Director |
| Secondary Report: | Vice President of Housing Operations |

## Position Summary

The **Assistant Property Manager- Facilities Administration** provides assistance and administrative support to the Facilities Director on the routine operations of the five Vistas Apartment Communities. They assist with monitoring and supporting staff members, quality assurance, and financial functions. This includes scheduling and payroll, working with vendors and contractors, and interaction with tenants and the public. Inspecting properties, reporting, and maintaining files and records are significant responsibilities. The Assistant Property Manager works as a team with management, administrative, and facilities staff to facilitate the mission: we advance accessibility, independence, and inclusion in homes and communities.

## Essential Functions and Responsibilities

1) Day-to-day support and monitoring of the routine work of the Facilities Technicians and Custodian
   a) Daily check-ins to provide guidance and support
   b) Verify completion of checklists and other routine tasks and ensure quality
   c) Assist Facilities Techs and Custodians with administrative functions
   d) Establish work schedules for Facilities Techs and Custodians
2) Primary responsibility for quality assurance
   a) Regular inspections of the properties including reporting and follow up
   b) Review work orders and other routine assignments for completion and quality
   c) Verify that work records are complete and accurate per established procedures
   d) Obtain and respond to tenant input into routine facilities work
3) Major responsibility for administrative functions for facilities
   a) Create, monitor, and close out work orders
   b) Maintain preventive maintenance system including disseminating and monitoring tasks
   c) Create and disseminate letter and memos to tenants and others as required
   d) Ensure facilities files are properly maintained in an orderly and complete manner
   e) Inventory supplies and equipment and order routine supplies
   f) Maintain and update emergency and other contact lists
4) Financial functions
   a) Process and approve routine facilities invoices
   b) Process timesheets of Facilities Techs and Custodians
   c) Process tenant repair charges
   d) Maintain insurance certificates for contractors

5) Handle general administrative tasks for the facilities department
    a) Track progress on move-outs and move-ins and coordinate with administrative staff
    b) Assist with bid and proposal preparations as assigned
    c) Update and maintain policies and procedures as directed
    d) Assist with IT and other office functions, particularly as the outer Vistas
    e) Complete and submit required reports
6) Assist with other duties of the Facilities department as necessary or assigned
    a) Emergency response
    b) Hands on facilities work as needed due to absence of other staff or emergencies
    c) Other duties as assigned

## Qualifications*

- Strong written and verbal communications skills
- Interest and experience in property maintenance and mechanical systems preferred
- Experience with property management and/or customer service preferred
- Organized, disciplined self-starter with ability to meet deadlines
- Team player with leadership skills
- Strong proficiency with computers including MS Office and Sharepoint
- Ability to work with diverse people
- Minimum of three year's work in a related field
- Ability to go up and down stairs and do the physical reaching, bending and climbing that is necessary to perform duties; ability to lift up to 40 pounds
- Driver's License and reliable transportation to get to all MaxHousing properties

To apply: See our listing on Indeed or send your resume to maxhousing.hr@gmail.com  Put APM in the subject line.

*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.