



JOB ANNOUNCEMENT

September 30, 2022

Positions: Resident Manager – Unalaska Senior Center

Community: Unalaska, Alaska

Posting Ends: Open until filled

JOB DESCRIPTION

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|---------------------------|--------------------|
| POSITION TITLE | Resident Manager |
| SUPERVISOR GROUP | Housing Director |
| WORKER CLASSIFICATION | Employee |
| OCCUPATIONAL GROUP | Facilities |
| WORKER STATUS | Non-Exempt |
| SCHEDULE & BENEFITS GROUP | Regular, Part-time |
| | EEO ¹ |

POSITION SUMMARY: On-Site Resident Manager (RM) with oversight responsibilities for AHA’s multi-unit housing facility. Primary responsibility is to ensure the facility buildings and grounds are maintained in a safe, comfortable condition and are in compliance with all building codes; coordinating with the Housing Department for move-in/out inspections and change activities; communicating regularly with the Housing Director on needed repairs for the facilities and tenant interactions; maintain daily, weekly, and annual cleaning schedules. Oversee maintenance activities for completeness; work with tenants to ensure compliance with lease requirements and obligations; and monitor units to ensure tenants keep units in a safe, sanitary, and comfortable environment.

RM is a representative of AHA and assists in managing the facilities in accordance with AHA’s policies and procedures and the regulations and guidelines of the U.S. Department of Housing and Urban Development (HUD). AHA will seek to provide the RM with all appropriate training and guidance for carrying out the delegated duties.

ESSENTIAL FUNCTIONS

- **Tenant applications** - RM will assist applicants, as needed, to complete the required paperwork to the greatest extent possible. Applications must be kept confidential and sent to the Housing Services Department for intake selection process.

¹ **Per AHA Policies 1.2 Equal Employment Opportunities:** AHA affords applicants and employees the right to equal employment opportunities. In accordance with this provision, hiring and personnel decisions will be made without regard to race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, sex, marital status, change in marital status, pregnancy, or parenthood except when allowed by law as set forth below. See Indian Preference in Hiring (Pg. 2, Sec. 3). **PER AHA Policies: 1.3 American Indian/Alaska Native Preference in Hiring:** To the greatest extent feasible and as permitted by law, or funding source, AHA affords preference in hiring to qualified and appropriate applicants recognized as being Alaska Native or American Indian, as evidenced by a Certificate of Indian Blood. All applicants, regardless of race, are evaluated against the requirements and qualifications for the position. The most appropriate applicant, regardless of race, as determined by the Executive Director or their designee, shall be selected for each vacant position.

General oversight & inspections - The RM oversees the facilities commons areas, and all the property associated with AHA facilities. RM will ensure everything is in proper and safe working order. RM will order repair or replacement of maintenance items in coordination with the Housing Services Department.

Specific inspection duties include:

- Move-In/Move-Out Inspections on all apartments as required, generating the proper documents with noted observations and actions for the Housing Services Director.
 - Annual Inspection of each apartment as required by the program.
 - Periodic Inspections may be required from time to time.
 - General inspections and visual inspections of entire buildings to ensure they are in compliance with safety and building codes.
- Ensure weekly and annual checklists are completed fully and timely.
 - **Inventory** - The RM will maintain inventory for facility supplies and equipment, place supply and equipment order as needed or directed by the Housing Services Department
 - **Liaison activities** - RM is the principal contact between AHA and the tenants of the facilities. If a tenant has a complaint or question(s), they often first contact the RM. RM will try to answer questions and resolve any disputes or problems that might arise between tenants. RM will notify tenants of rent changes and counsel tenants of maintenance/housekeeping of their unit when required. RM will notify the Housing Services Department of any contact and actions taken promptly.

The RM will coordinate special events at the Senior Center for tenants (i.e., tea parties, game nights/days, movie nights, grandchildren day, flea markets, Christmas/birthday parties), or as requested by the tenants or AHA, as availability or resources allow.

The RM will maintain inventory for facility supplies and equipment and place supply and equipment orders as needed or directed by the Housing Services Department

- **Enforcement actions** - RM ensures all tenants, visitors, and guests abide by the rules and regulations of the Facilities and those of AHA. Persons acting in a behavior considered to be unsafe or disruptive to the peace and quiet enjoyment of the facility, for whatever reason, will be asked to leave immediately by the FM and if necessary, the proper authorities will be contacted for their removal. FM will document any removals and forward to the Housing Services Manager.
- **Janitorial** - Conduct daily janitorial duties at AHA Facilities to include vacuuming, window washing, mopping, dusting, shampooing, trash removal, etc. The RM will oversee the completion of noted minor work items as they occur through consultation with the Housing Services Director.
- **Oversees Limited maintenance** - General maintenance of the grounds and facilities.
 - Ensures all entryways and exits are free from snow/ice accumulation and are never locked or blocked. In times of extreme snowfall or accumulation due to wind, RM may contract for snow removal after consultation with the Housing Services Director or the Executive Director, or if an emergency exists, take such action as necessary and appropriate to remedy the immediate need that may exist.
 - RM ensures the maintenance on all individual smoke detector batteries in tenant apartments during annual apartment inspections, or as needed. Ensures the inspection of commons area smoke detectors twice per year (spring & fall), or as needed. Continually checks to see there are no hazards to life, health, or safety in or around the building.
 - Dispose and clean out of vacant units. This will include disposing of garbage, cleaning of all appliances, shampooing of carpets/floors, cleaning of all cupboards/cabinets, bathroom, and general cleaning to ensure unit is occupancy ready.

KNOWLEDGE AND SKILLS

- Basic knowledge or ability to acquire knowledge of the Alaska Tenant Landlord law, AHA and HUD Rules, regulations, policies, and procedures.
- Strong organizational, communication, and record keeping skills
- Ability to work independently and follow directions
- Ability to maintain schedules for maintenance and cleaning

- Customer service skills
- Basic computer skills
- Bondable

EDUCATION AND EXPERIENCE

None required

SUPERVISION EXERCISED

No supervisory responsibilities

WORKING CONDITIONS

This position primarily functions as a customer service position with some janitorial responsibilities of common areas, ensures the facilities grounds are maintained. Position may require some activities to be performed in extreme conditions and some on-call responses for tenant issues such as unit damage, noise complaints, or domestic violence calls. Coordinates and ensures requests from Housing Services Department for repairs, supply orders, tenant issues and other needs are completed as indicated.

OTHER REQUIREMENTS:

- A current printout from DMV of employees' driving record and Alaska Driver's License is mandatory if employee is required to hold a driver's license for the particular job.
- No felony convictions.
- Bondable

Participation in continuing education and training both provided by the Aleutian Housing Authority (AHA) and not provided by AHA, whenever possible.

AHA is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring and other screening may be performed during employment per AHA's policies.

GENERAL

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Aleutian Housing Authority reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

The Aleutian Housing Authority maintains a drug free workplace.

Please email kennedy.serr@ahaak.org application/resume. AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>