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## JOB ANNOUNCEMENT

December 28<sup>th</sup>, 2017

**Positions:** Resident Facilities Manager

**Community:** St. Paul Island, Alaska

**Posting Ends:** Open until filled

POSITION TITLE	Resident Facilities Manager (RM)
REPORTS TO	Housing Services Director
SUPERVISES	N/A
STATUS	Regular Part-Time (16-32 hours/week)
BENEFITS	Retirement (PERS)
STARTING WAGE	DOE

### BASIC FUNCTIONS:

On-Site Resident Manager (RM) with oversight responsibilities for both the Senior Center and AHA's 10-plex Low Rent Facility.

Primary responsibility is to ensure the facility buildings and grounds are maintained in a safe and comfortable condition and are in compliance with all building codes. Coordinating with the Housing Services Department for move-in/out inspections and change activities. Communicating regularly with the Housing Services Director on needed repairs for the facilities and tenant interactions. Maintain daily and weekly cleaning and maintenance schedule. Work with tenants to ensure compliance with lease requirements and obligations. Monitor units to ensure tenants keep units in a safe, sanitary, and comfortable environment at all times.

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). The RM is also expected to comply with local and State building codes. AHA will seek to provide the RM with all appropriate training and guidance for carrying out the delegated duties.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

Specific Duties include: (1) Recruitment & process of applicant applications; (2) inspections; (3) liaison activities; (4) enforcement actions; (5) Janitorial; (6) limited maintenance responsibilities.

**(1) Recruitment & processing of applicant applications.** Recruits applicants in accordance of AHA & HUD Policy and if necessary, RM will assist applicants to complete the required paperwork to the greatest extent possible.

**(2) General oversight / Inspections.** RM ensures the building is safe and secure from uninvited or unwanted visitors at all times. When such an individual(s) is encountered or brought to the RM's attention, RM will ask them to leave immediately and if required will call the Police for assistance in their removal.

The RM is in charge of the Senior Center commons area and all of the property therein located. At all times, 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. RM will

police the area to ensure invited guests, in particular children, are supervised and behaving in a quiet and orderly manner. RM is authorized to ask anyone to leave the facility at any time if they are acting in a behavior considered to be unsafe or disruptive to the peace and quiet enjoyment of the facility.

It is the policy of AHA to maintain a drug and alcohol-free workplace and living space. Distribution, possession and use of illegal drugs and or alcohol in any of the commons area, inside or outside of the facility are strictly prohibited. Persons under the influence or acting under the influence of illegal drugs or alcohol in or on commons areas of the Senior Center will be asked to leave immediately by the RM and if necessary the proper authorities will be contacted for their removal.

Specific inspection duties include:

- Move-In/Move-Out Inspections on all apartments as required, generating the proper form with noted observations for the Housing Director.
- Annual Inspection of each apartment as required by the program.
- General inspections of the entire building on a weekly basis to ensure the building are in compliance with safety and building codes.
- Daily interior and exterior visual inspection of the building.

**(3) Liaison activities.** RM is the principal contact between AHA and the tenants of the Senior Center and 10-plex and from time to time for homeowners. If a tenant has a complaint or question(s), they 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.

The RM will arrange special events for the Senior Center tenants such as tea parties, game nights/days, movie nights, grandchildren day, flea markets, Christmas/birthday parties, and or as requested by the tenants or AHA and as resources allow. Fund raising activities may be requested on occasion.

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

**(4) Enforcement actions.** RM ensures all tenants, visitors, and guests abide by the posted rules and regulations of the Senior Center, 10-plex and those of AHA. RM will take whatever enforcement action is necessary and appropriate to ensure tenant health, safety and quiet enjoyment of AHA facilities.

**(6) Maintenance responsibilities.**

- 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 snow-fall or accumulation due to wind, RM may contract for snow removal after consultation with the Housing 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.
- Monitors and maintains the Emergency Call System and the Fire Detection system in the building. RM checks and replaces all individual smoke detector batteries in tenant apartments while doing annual apartment inspections or as needed. Check 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.
- Performs minor repair or replacement of small work items when possible. When necessary, after receiving authorization from the Housing Director or the Executive Director, contacts the appropriate contractor or maintenance person to perform.

- Will prep units for Rehab. Such as 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.
- Does periodic painting of units upon the vacancy of an apartment and prior to the entry of the new tenant, or as required.
- Conduct daily janitorial duties at both the 10-plex and Senior Center duties to include vacuuming, window washing, mopping, dusting, shampooing, etc. The RM may be required to perform other minor work items as they occur through consultation with the Housing Director.

#### **MINIMUM REQUIREMENTS:**

- Current Alaska driver's license and be bondable
- Basic Knowledge or ability to acquire knowledge of building care and maintenance, State and Local Building Codes, Alaska Tenant Landlord law, AHA and HUD Rules, regulations, policies, and procedures.
- No Felony Convictions
- 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
- Ability to lift 50 lbs. or more
- Bondable

#### **WORKING CONDITIONS:**

This position primarily functions as a customer service position with some janitorial and maintenance responsibilities of common areas as well as grounds maintenance. Position may require some activities to be performed in extreme weather conditions and some on-call responses for tenant issues such as unit damage, noise complaints and DV calls. Coordinates and completes requests from Housing Services Department for repairs, supply orders, tenant issues and other needs as indicated and other duties as assigned.

The preceding job description is designed to indicate the general nature and level of work performed by an employee with 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.

**The Aleutian Housing Authority maintains a drug free workplace.**

Fax resumes/applications to (907) 563-3105 Email to [isabel.velez@ahaak.org](mailto:isabel.velez@ahaak.org) Position is open until filled AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>