

Site Manager

JL Gray

Job Title:	Site Manager	Work Schedule:	Full or Part Time
Reports To:	Asset Manager	Exempt Status:	Non-Exempt
Prepared By:	JL Gray	Last Revision:	May 1, 2013
Travel Required:	Less than 10%		

Position Summary:

The Site Manager manages the day to day operations of the property including the maintenance and grounds.

Core Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Integrity

Ethical; honest; loyal; trustworthy; discreet and has character in all aspects of their life.

Communication

Ability to lead, motivate, listen, and resolve conflicts. Has a sense of humor, a positive attitude, enthusiasm, compassion and empathy. "Seek first to understand and then to be understood."

Proactive & Effective

Capable of good decision making and judgment; is a self starter, a team player, flexible; follows up and follows through. Sets and achieves goals. Takes responsibility.

Growth

Willing to learn and improve; teachable and coachable; adaptable and open minded; innovative and self aware. Has can do/will do attitude, vision. Strives to find their voice and help others find their voice.

Essential Job Functions:

- Marketing & renting units
- Collect & deposit rent
- Qualify applicants & recertify residents
- Create and maintain resident files
- Enter invoices
- Complete work orders, post notices
- Perform monthly inspections and report to corporate office with a copy to Asset Manager
- Perform move in/move out inspections
- Perform weekly walkabout of property exterior
- Maintain curb appeal & ensure common areas are kept clean
- Prepare court proceedings & file evictions as necessary
- Enforce community policies
- Comply with Federal, State, and local regulations
- General office duties
- Refer all questions to your Asset Manager rather than contacting the Corporate Office, Agencies, Owners, etc.
- Other duties as assigned

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Supervisory Responsibilities (if applicable):

This position supervises the Assistant Site Manager, Service Coordinators, Maintenance, Grounds and/or Housekeeping staff.

Minimum Qualifications:

Basic education and experience - High school diploma or general education degree (GED) and related experience; or equivalent combination of education and experience.

Computer Skills – Windows operating system, Word Processing, Spreadsheets, e-mail, data entry, scanning, file management, Internet.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to communicate effectively one on one with customers and employees. Must be able to speak the predominant language of the residents in addition to English.

Mathematical Skills – Ability to calculate discounts, interest, commissions, proportions, percentages, and area.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Transportation - Must have reliable transportation, a valid driver’s license, and insurance.

Work Environment:

Typical office environment. The noise level in the work environment is usually moderate and continuous, sensitivity of co-workers in close proximity required. The employee must be able to complete their work satisfactorily in an environment where there are significant distractions, including but not limited to staff, clients, and vendors walking through and conversing in the area, telephones ringing and conversations carrying over from cubicles, offices, or common areas, interruptions to answer the telephone or to answer questions from others and occasionally this position is exposed to outdoor weather conditions.

Physical Demands:

Amount of Time

	None	Less Than 1/3	Greater Than 1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to grasp, handle, or feel				X
Reach with hands and arms				X
Climb all property stairs in a single day			X	
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

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Amount of Time

Lift, carry, push, pull	None	Less Than 1/3	Greater Than 1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

VISION REQUIREMENTS: Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

Employee Acknowledgment:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform the essential duties with or without reasonable accommodations. Neither the attached material nor the processes and procedures described therein constitute or imply a contract or guaranty of employment with the employer. All employees are employed at will.

Print Name

Signature

Date