

Job Posting

POSITION

Resident Manager

REPORTS TO

Assistant Director, Property Management

ESSENTIAL DUTIES AND RESPONSIBILITIES

RiseBoro (RB) Resident Managers are responsible for the overall maintenance and operation of residential properties and act as a liaison between RB and tenant. Essential duties and responsibilities are as follows:

- Reports to the Portfolio Manager
- Oversees the day to day operations of property
- Assists timely rent collection
- Assures proper maintenance of property
- Completes repairs as needed
- On call 24 hours for emergencies
- With Compliance Manager, assists with all annual re-certifications for Rent Stabilization, LIHTC, REAC, or Section 8 properties as applicable
- Responsible for maintaining all records, reports, and files pertaining to tenants and buildings
- Perform all safety and FDNY required inspections
- Responsible for supervising building Porters
- Responsible for clearing all violations on properties and attending hearing with administrative bodies.
- Works with Vendors in obtaining proposals for work orders
- Works with Tenant relations desk to assure tenant satisfaction
- Responsible for operating buildings within prescribed budget
- Tracks financial performance of buildings through Yardi reports
- Identifies operating and maintenance issues proactively and proposes solutions.
- Tracks utility billing, data collection, and data management for accuracy and conformance with applicable agencies (Public Service Commission, HCR, HPD, etc)
- Responsible for approval and scheduling for community rooms and training room.

COMPETENCIES

- Experience in property management, preferred
- Experience in repairs and maintenance, including bid leveling, cost analysis and hands on repairs
- Affordable housing management experience preferred
- Experience with Yardi Property Management Software
- Data Management/IT Experience preferred
- Bilingual (Spanish/English strongly preferred)
- Excellent oral and written communication skills, including demonstrated ability to work well with varying levels of staff members.

EDUCATION EXPERIENCE

Applicable FDNY licenses required (s12, S13, etc.)



ACKNOWLEDGEMENT

I have read and understand this job description. I have been given a copy and acknowledge that I am able to perform the essential duties and responsibilities of the job. If I have any questions regarding my responsibilities and/or expectations, I will discuss them with my supervisor.

Employee Signature

Date