



JOB POSTING

DATE:	February 05, 2019
JOB TITLE:	Asset Manager
REPORTS TO:	Director of Asset Management
SALARY:	Negotiable up to \$22.00
FLSA STATUS:	Non-Exempt
DEADLINE:	Friday January 15, 2019 or until filled

JOB SUMMARY:

Under the direction of the Asset Management Director, the incumbent of this position is responsible for the management of low income public housing, including, but not limited to, the following duties: to serve as liaison with tenants, community groups, PHA staff, etc.: to provide daily oversight of the operation of the assigned public housing property; take steps to ensure that the safety and security services are provided to all public housing residents on a 24-hour basis; conduct HUD required administrative functions; execute necessary property management functions; and to facilitate, to the greatest extent possible, provision of non-housing services to the resident population.

MAJOR TASK AREAS OF RESPONSIBILITY:

Property management duties include, but are not necessarily limited to the following:

1. Supervising day-to-day maintenance of the property, including:
 - a. Overseeing the development of the annual, monthly and weekly maintenance calendars upon which routine and preventive maintenance activities are scheduled and work orders issued;
 - b. Supervising, logging and monitoring the prioritizations, assignment, close-out, and quality control of resident maintenance requests;
 - c. Ensuring 24-hour emergency maintenance service is available;
 - d. Walking the property daily (rain or shine) to check for skips, curb appeal, hazardous conditions and other needs; inspecting common areas, hallways, community rooms, and interior hallways daily and ensures that work orders are issued to address deficiencies;
 - e. Inspecting vacant units, assigning make-ready work, tracking make-ready time;
 - f. Determining when and what residents should be charged for damages and neglect beyond normal wear and tear; Keeping the list of "charges in addition to rent" updated and accurate;
 - g. Conducts semi-annual battery replacement program;
 - h. Conduction UPCS inspections of each unit, documenting the results and correction all deficiencies, including workability of smoke alarms;
 - i. Coordinating with the HUD UPCS inspector to ensure that all units are available for inspection and that all deficiencies noted are corrected within the HUD specified timeframes.

Submit resume by Friday February 15, 2019, 5pm or until filled - to:

Name: Bret Stone/Human Resources Director
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