



HIRSCHFELD

HIRSCHFELD MANAGEMENT, INC.

1030 New Britain Ave, Suite 106
West Hartford, CT 06110

Property Manager

Reports To: Regional Vice President

FLSA Status: Exempt

Summary: Responsible to service and maintain communities by effectively managing the day to day operations. Assist owners in achieving their investment objectives through quality professional property management services.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Understands and carries out all policies in dealing with communities, owners and residents.
2. Responds regarding all actions that involve or influence communities managed in an appropriate manner including housing violations, evictions and insurance claims with consideration for risk management.
3. Remains accountable to the senior management, the governing agencies and state.
4. Creates innovative management plans with operating budgets that describe the anticipated operation of communities each year.
5. Obtains and negotiates vendor contracts. Prepares schedules for major and long term physical improvements including preventive maintenance.
6. Prepares plans and provide for implementation of special administrative projects.
7. Organizes the operation of communities to produce expected results. Maintain awareness of rental occupancy rates, availability, comps, etc.
8. Establishes performance goals for the Staff Personnel so that each job is directed, with teamwork, toward the objectives of the management and related plans.
9. Provides support to on-site personnel who have the responsibility for the day-to-day operation of communities by reviewing all rental agreements for signature, approving rental applications, approving move-in files, soda's, renewals, and reviewing move-outs.
10. Keeps senior management advised of significant operational problems and deviations from the plans for communities in a timely manner.
11. Oversees collection of income and the management of expenses including resident receivables and site reports, including approving invoices and creating purchase orders, so as to produce the maximum economic benefit for communities.
12. Inspects communities including site files, interior/ exterior of buildings, building systems and rentable space on a weekly basis. Requests or coordinates repairs as needed.
13. Understands and ensures compliance with all governing regulations, codes, and laws as well as other state and local authorities. Cooperates with municipal and community agencies.
14. Maintains good resident relations by prompt and complete response to resident problems.

15. Prepares reports and respond to requests for information in a timely manner.
16. Oversees the marketing/sales/customer service effort to ensure maximum occupancy by providing proper tools and training to staff, reviewing monthly traffic reports, and market Surveys.
17. Prepares initial and follow-up correspondence on all matters relating to communities managed including scheduling move-in/move-outs.
18. Maintains records in a timely and organized manner.
19. Attends and passes advanced educational courses and seminars as well as participate in local professional related activities.
20. Develops and maintains an effective organization through the selection and training of staff, performance and compensation reviews, motivation and termination of all assigned property staff.
21. Manages the property staff on a continuous basis to ensure all established company/property policies and fair housing laws are followed.
22. Coordinates with service manager to ensure upkeep of community, and coordinates snow and ice removal operations.
23. Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associates Degree or 2 years of college
2-4 Years of related experience
Knowledge of Fair Housing Laws and Regulations

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form. Ability to apply knowledge of Fair Housing Laws and Regulations.

Computer Skills:

Basic computer and Microsoft Office skills. Knowledge of or ability to learn Property Management

software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This position requires the individual to work inside and go outside in all types of weather.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and talk or hear. The employee is frequently required to sit. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

A valid Driver’s License is required for this position (unless otherwise specified in offer letter).

I, _____, have read and understand all job duties listed above. By signing below I am stating I understand the job duties expected of the position I hold, and I believe I possess the skills necessary to perform the responsibilities. I also understand that if I purposely do not complete the tasks listed above, that it could lead to disciplinary action, up to and including termination.

Employee Signature

Date

Print Name