



CUMBERLAND HOUSING GROUP

JOB DESCRIPTION

Position Title: Property Manager/Housekeeping and Inspection Coordinator

Salary Grade: 6

Department: Property Management Services

FSLA Status: Non-Exempt

Reports To: Department Director

Last Reviewed: 12/4/24

General Description of Position

Under the direction of the Director of the Department of Property Management Services, this entry level and non-certified position is responsible for the day to day operations as assigned by the Director. The position will receive training on basic office procedures and property management functions including, but not limited to, performing inspections; including housekeeping, grounds and preventive maintenance inspections and maintaining accurate computer and manual records for daily activities.

This position is responsible for following funder's policies and guidelines for operating the program. Identifies potential impediments to operations and resolves problems confronting projects. Development projects will primarily involve housing, community facilities, and infrastructure.

Position Duties and Responsibilities

- Accompany the exterminator as assigned and writes up any housekeeping findings, including any follow-up inspections and related correspondence to the tenant.
- Provide Housekeeping Training and follow up visits for those residents failing their housekeeping inspections.
- Perform a yearly inspection of each unit at unit inspection and follow up on any findings.
- Perform a move-out inspection on each vacated unit, in the absence of the Property Manager.
- Provide personal delivery to residents of letters, notices, etc., from the office.
- Responsible for the care and accountability of any equipment issued or used.
- Will become familiar with the Admission and Continued Occupancy Policy, Residential Lease, House Rules and all Addendums, Cumberland Housing Group policies, procedures, Barring List, and other related information within six months of employment.
- Performs all other assigned duties related to the Department of Property Management Services and office operations as assigned.

Work Environment

- The position incumbent works in both an office and outside environment to perform job functions.
- **Physical:** Work is performed inside and outside of the developments owned by the Cumberland Housing Group. Essential functions require maintaining physical condition necessary for data entry, sitting, standing and walking for prolonged periods of time.
- **Mental:** The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization and of varying degrees of mental competency.
- **Environmental:** Work is performed in a climate controlled office environment as well as inside and outside of the Cumberland Housing Group developments. Employee is exposed to various weather conditions and to possible disruptive residents and non-residents.
- Work may require routine local and occasional out of area travel to attend education, meetings, conferences, and seminars.
- Work will require interaction with a variety of officials including funders, investors, design professionals, legal, marketing, government, and business representatives.

Required Qualifications for the Position

- Must be a high school graduate or have a GED.
- Must have valid vehicle operator's license with a driving record acceptable to the Cumberland Housing Group's insurance carrier.
- Two years' experience in a related field is desired.
- Will be required to submit to employment background screening which may include supplying an FBI fingerprint record.
- Must participate in random employment drug and alcohol screenings.
- Must possess the proper attitude toward the elderly and low-income families and an understanding of how to deal with difficult people.
- Must have the ability to maintain a polite and effective working relationship with the general public.
- Good computer operation skills and knowledge of the Microsoft Outlook, Word, Excel software, use of the Internet and email.

Job Description: Office Associate/Housekeeping Inspector

- Must be physically qualified to perform duties of position.
- Must successfully complete Fair Housing training, and other job related training (within 6 months of acceptance of position unless otherwise extended by the CEO).
- Good knowledge of modern office practices, procedures, record keeping and use of office machines.
- Ability to work in a fast-paced, team oriented, deadline driven, results-based environment and to accurately complete complex tasks in a timely manner.
- Ability to solve problems independently and carry out verbal and written instructions.

Nothing contained in this Job Description or in any other materials or information distributed by the Cumberland Housing Group creates a contract of employment between an employee and the Cumberland Housing Group. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and the Cumberland Housing Group retains that same right. No statements to the contrary, written or oral made either before or during an individual's employment can change this. No individual supervisor, manager or officer can make a contrary agreement.

I have read and understand the duties and requirements of this position. I agree to perform according to this Job Description.

Employee Signature

Date Signed