



PROPERTY ONE

### **Job Description**

Job Title: Condominium Property Manager

Reports To: Corporate Manager

Property: \_\_\_\_\_  
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### **Basic Responsibility**

Responsible for the performance of the personnel and the maintenance of the physical properties on projects under his/her supervision in accordance with established company policies and procedures.

### **Specific Responsibilities**

- Ensures that on-site personnel comply with all published policies and procedures established for the project.
- Personally inspects exterior and interior of each assigned project at least once a month, using approved checklist; prepares written recommendations for physical repairs and/or replacements as required.
- Reviews all delinquent accounts and determines action required; assist in collection of delinquencies and returned checks.
- Ensures that all funds collected are transmitted immediately
- Periodically audits petty cash fund.
- Checks owner leases for compliance
- Checks work order forms for those completed and those outstanding; determines age of incomplete work orders and reasons for being incomplete.
- Reviews status of operating budget; determines necessary reductions or increases in allocations and has those changes approved by Board as necessary.
- Schedules observation and performance evaluation of on-site personnel
- Inspects and inventories supplies in storeroom prior to approving any purchase order.
- Reviews in detail all purchase orders prepared by the project to ensure clarity and justification of requirement.
- Prepares detailed list of capital replacements required or anticipated, when applicable, and subjects those recommendations

- Inspects condition of all equipment for proper maintenance, when applicable.
- Prepares preventive maintenance check list by day, week or month for maintenance personnel to perform (Yardi). (This includes, but is not limited to, air conditioning, heating, hot water heaters, air handling units, filters, etc.)
- Does not approve expenditures exceeding the proposed budget without the approval of Division Head and/or the Board. This does not include emergencies.
- Ensures compliance with Federal Wage and Hour Act, all state and local laws, OSHA, Workmen's Compensation Act.
- Furnishes property management division with valid copies of workmen's compensation and liability coverage for any contractor prior to engaging.
- Reviews, approves and submits employee time sheets to central office on due date.
- Approves all invoices for payment as soon as they are presented and returns same to accounting for payment. Reviews all unpaid purchase orders that are outstanding over 45 days to determine status and makes decision on disposition.
- Meets with Division Head weekly to discuss projects, budgets, personnel and any other problems.
- Obtains written approval from Board for all proposed expenditures not included in monthly operating budget prior to commencement of work.
- Interviews and hires all on-sire personnel including the building engineer.
- Prepares annual budgets with the assistance of the Division Head and submits to the Board for approval. (Format in preparing projection should include current and past year's operating statistics for each reference. Budget comparisons and previous year comparisons with comments should be provided in order that the financial status of the project may be easily analyzed.)
- Reviews monthly income and expense statements and reports any problem areas to the Division Head.
- Prepares employee evaluations. (An evaluation form should be completed annually on each employee by the Property Manager.)
- Annually reviews all insurance coverage to determine if adequate coverage is provided at the most economical premium obtainable.
- Annually reviews all contractual services.
- Encouraged to attend trade association meetings and seminars to keep up to date on trends and changing conditions.
- Implements controls, policies and procedures to conserve utilities. (Monthly records should be kept on consumption of units used for fuel, electricity, gas and water.
- Is responsible for current posting of all licenses, permits, notices and occupancy permits required by federal, state and local jurisdictions.
- Supports a methodical system of company procedures and/or formats (This includes the area of filing systems, business correspondence, purchase order procedures, rent collections, property maintenance, personnel requirements, etc.)

**Education / Certification Requirements**

College degree preferred or equivalent certified course work

Certified Property Manager or other related designation

**Behavior Requirements**

Position requires a positive team-oriented worker with a flexible working attitude.

Must have good time management skills.

Must have a professional and well-groomed appearance.

Requires good personable phone and organizational skills.

Punctual Attendance

**Disclaimer Statement:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**Signatures:**

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**Employee****Date:** \_\_\_\_\_

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**Supervisor****Date:** \_\_\_\_\_