



CLASSIFICATION NO. 831

Established: 7/07

Revised: 11/11, 6/23

FLSA: Exempt

EEO: 2

## **HOUSING PROPERTY MANAGEMENT SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize and supervise the personnel and activities of property management; to ensure maximum occupancy of housing units and the provision of safe, livable residential communities; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing and Community Development. This includes the Housing Authority of Clackamas County (HACC), which is an independent public corporation that provides rent assistance, resident services, and contracted services to low- and moderate-income persons, particularly those who are disabled and experiencing homelessness, through the ownership, management, lease, maintenance, and development of affordable housing.

The Housing Property Manager supervises property management and maintenance activities designed to ensure maximum occupancy. Positions oversee the repair, remodeling, maintenance, and janitorial services for a specific group of assigned housing units, including efficient turnaround of vacant units and are responsible for maintaining safe and operational building structures and mechanical systems. Incumbents supervise maintenance, technical and office support staff in successfully sustaining residency of program participants and helping residents work toward self-sufficiency. Other major duties include performing as the lead respondent in resolving neighborhood and tenant disputes.

The Housing Property Manager reports to the Housing Portfolio Manager. The Housing Property Manager differs from the HACC Maintenance Coordinator who oversees the work of the maintenance crew or performs specific maintenance tasks as required. The Housing Property Manager also differs from the Housing Portfolio Manager which manages property management activities, supervises the Housing Property Managers, and has responsibility for financial integrity of the properties.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Supervises and oversees the maintenance staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates on-site staff trainings; recommends appropriate trainings or staff development activities to management; promotes cooperative team efforts among staff in the unit and throughout HACC and the County.

2. Oversees and supervises preparation and maintenance of resident documents and forms including lease agreements and income certificates for 200-300 public housing units; supervises leasing efforts including intake, screening, review of eligibility, verification and placement; ensures compliance with landlord tenant laws, Fair Housing, and resident behavior guidelines; ensures compliance with all applicable HUD regulations related to tenancy.
3. Responds directly to landlord, tenant or neighbor disputes; participates in legal issues such as eviction proceedings or termination of assistance; negotiates and executes solutions regarding tenant or neighbor issues or HACC policies; implements updated policies or procedures as directed by Housing Portfolio Manager; may show units, perform initial walk through and collect initial rent or fees.
4. Assists in monitoring the annual operating budgets of assigned properties; supervises the collection of charges or reimbursements; may assist in preparation of financial and maintenance reports; provides approval for expenditures up to a predetermined level; helps to ensure financial integrity; may conduct survey research to determine fair market value of properties.
5. Implements and administers on-going preventative maintenance program, including regular on-site inspections of all properties; may conduct inspections to ensure compliance with codes, specifications and housing quality standards; provides regular analysis of maintenance problems and recommends solutions for optimum property performance; provides regular analysis of progress in meeting adopted management objectives; monitors purchase of maintenance supplies; monitors and manages allocation of work orders and tracks timelines for efficient completion; ensures compliance to all HUD regulations as applied to maintenance of property.
6. May represent the Property Management Division to other internal divisions and external governmental agencies to communicate programs, activities, and new development projects; may be required to attend evening meetings on behalf of HACC.

## **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Pertinent Federal, State and local laws, codes and HUD Public Housing or occupancy regulations; operational services and activities of a comprehensive housing maintenance program; management practices as applied to the analysis and evaluation of programs, policies and operational needs; residential building technology and construction; governmental budget preparation and administration; principles of supervision.

Skill to: Plan, direct and supervise the work of staff; develop and implement policies and procedures for effective and efficient property maintenance; ability to achieve adopted property management objectives; understand and interpret building codes, blueprints and engineering drawings; communicate effectively both verbally and in writing; analyze problems and identify alternative solutions and recommendations; establish and maintain cooperative working relationships with residents/clients, maintenance staff, contractors/vendors, county department employees, and governmental agency staff; ability to act as mediator in neighborhood or tenant disputes.

## **WORKING CONDITIONS**

Inspection work may involve walking on uneven terrain, bending and squatting. May be required to participate in after-hours emergency and on-call support.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Possession of a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.