



Oak Park 1



On- Site Resident Manager(s)

Job Description:

Paso Robles Housing Authority is seeking an On Site Resident Manager(s) (OSM) who will be required to live on site in a two bedroom one (1) bath apartment within the 80 unit affordable apartment complex located at Park St. & 29th St., Paso Robles, CA. The OSM is primarily responsible for overseeing Oak Park 1 on a nightly basis. The OSM will report to the Paso Robles Housing Authority Property (PRHA) Management Team. The OSM will be responsible for enforcing Oak Park 1 House Rules along with the following:

Essential Functions:

- Daily building and grounds inspections to maintain appeal and resident safety
- Report all issues concerning resident health and safety, maintenance or other areas of concern to PRHA on a daily basis. In addition, the OSM will be the first on-call person for daily am/pm issues and emergencies. The OSM will follow up and act accordingly to the issue or situation.
- Capable of providing routine maintenance jobs.
- Represent PRHA and interact with tenants with the intent of solving problems and enforcing house rules including lease and parking rules. Communicate with the PRHA staff/Director of Property Management.
- Ability to answer and follow up on night maintenance calls primarily between 4:30pm – 8:00am.
- Weekly and monthly reporting as directed by PRHA .
- Assist with move-ins/move outs and other lease maintenance responsibilities as required.
- Other on site related duties as assigned by PRHA Director of Property Management.

Qualifications:

OSM should have experience with onsite Property Management. Ability to work within a team environment. The candidate should be well organized and detail minded; have the ability to juggle priorities; have the ability to work independently and collectively, have problem solving skills and excellent people skills. Fluency in Spanish is highly desirable. High School or GED required. Valid California Driver's License and current vehicle insurance required.

Physical requirements:

Job requires standing, walking, reaching, climbing, talking, hearing, and lifting up to 25 pounds. Also, ability to recognize odors that could indicate smoke, fire, and gas/water leaks. Ability to read information in print and/or electronically.

Salary: Free monthly rent

Application available at www.pasoroblesha.org . Send completed application by mail or deliver to: PRHA, 901 30th Street, Paso Robles CA 93446. NO PHONE CALLS PLEASE. Recruitment ends 11/30/2020.

