



Job Description

| Position Title | Department | Reports to |
|---|--|----------------------|
| Assistant Asset Manager | Asset Management | Senior Asset Manager |
| Employment Status | FLSA Status | Effective Date |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt | June 1, 2020 |

POSITION SUMMARY

The goal of the Assistant Asset Manager is to assist the Senior Asset Manager in managing First Community Housing's property operations to ensure communities meet financial, physical, sustainability, and resident services goals. Works with FCH Development, Resident Services, and Accounting Staff. Manages Annual Operating Budget and 5-Year Capital Plan. Monitors Maintenance Reports for all FCH Properties. Supports Compliance and Reporting efforts, including relationships with lenders and investors. Assists reposition efforts, including refinancing and buyouts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Budgeting and Capital Planning:

- Work with Team (Director of Asset Management, Sustainable Program Director, and property management) to develop Annual Operating Budget and 5-year Capital plan for properties

Post-construction Initial Occupancy – To ensure a smooth transition from Development to Operations:

- Monitor warranty periods and support Construction Management in punch list completion.
- Build and Maintain Library of (1) Operations-related video recordings, (2) O&M Manuals, and (3) As built Drawings, including electronic form.
- Create and oversee site-specific preventative maintenance plans and schedules.

Ongoing Operations and Maintenance – To operate our properties to a sustainable standard

- Review and Audit Monthly Maintenance Reports.
- Meet with each Asset Manager monthly to go over maintenance conditions at each of their sites.
- Visit each property and meet with maintenance staff at least every two months and produce a site visit report for team.
- Ensure supplies used at sites are eco-friendly.
- Establish standard unit turnover procedures on all sites.
- Manage key vendor relationships determined by Department.
- Drive efforts to increase indoor and outdoor water efficiency, energy savings, and Integrated Pest Management

Compliance and Reporting:

- Develop and maintain working relationships with lenders and investors.
- Maintain Summary Binders for portfolio.
- Manage reporting process to TCAC, lenders, investors, etc.
- Work with Team (Director of Finance and Asset Management, and auditor) on Annual Financial Audits.
- Ensure filing of Annual Welfare Exemptions

Desired Skills:

- Combination of 5 years of post-secondary education and/or experience in real estate, finance, business, or related field.
- Minimum 5 years either supervising or conducting operations and maintenance of multi-tenant residential facilities.
- Strong knowledge of the asset management and/or property maintenance function, either as an experienced asset manager, property supervisor, property manager, or maintenance supervisor.
- Work independently and as part of a team.
- Demonstrated ability to both supervise and monitor capital improvement projects.
- Exceptional record keeping abilities.
- Knowledge of Sustainable Practices
- Management level computer skills, including Excel and Word.
- Ability to develop consensus among diverse groups. Ability to negotiate.
- Ability to set and keep a regular schedule to address the portfolio on a monthly basis.
- Bid Review experience.
- Keep up with latest building and sustainability trends and best practices.
- Experience with Fire Panels, HVAC, Water Heaters/Boilers a plus.

Salary Range:

\$70,000 - \$90,000 plus benefits

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. May travel by car, plane or other form of transportation to attend business meetings or conferences.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform



any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

First Community Housing is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Interested persons should send a resume to Bianey Martinez at bianeym@firsthousing.org