

**JOB POSTING
PARK 20110508**

DATE OF POSTING:	May 5, 2011
JOB TITLE:	Parkview Apartments Apartment Manager Team
CLOSING DATE:	June 15, 2010
HIRING MANAGER:	William Sheridan, bill@sfinvest.com

Resident Manager Job Summary	Maintenance Technician Job Summary
<ul style="list-style-type: none"> • Provide a safe and healthy living environment for our residents. • Market the property as needed. • Process applications, rental agreements and move-in/out paperwork. • Collect rent. • Conduct daily apartment and grounds inspections. • Prepare work-orders as needed. • Coordinate maintenance work-orders with the Maintenance technician to assure timely completion. • Enforce community policies. • Communicate in writing with the Residents as needed. 	<ul style="list-style-type: none"> • Respond promptly to the maintenance needs of the residents. • Present yourself in a clean and professional way. • Possess a sound basis to immediately assume the maintenance duties that include light carpentry, plumbing, electrical, painting, drywall, HVAC, and appliance repairs. • Possess proficiency with Microsoft Windows and Office based computers. • Possess organizational skills necessary to coordinate subcontractor trades and manage the apartment turnover process efficiently. • Assist the resident manager in the daily inspections.

MINIMUM QUALIFICATIONS

- Resident Manager: 3 Years' prior Experience as an apartment manager.
- Maintenance Technician: 3 Years' prior experience in the plumbing, electrical, carpentry, HVAC, appliance, or apartment maintenance trades.
- Clear MVR and Criminal Background Check
- Excellent customer service, accounting and organizational skills
- Positive, energetic, positive and attentive work ethic.
- Experience with Microsoft Office and Microsoft Windows required, Yardi experience highly desirable.
- Resident Manager Applicant must not have any impairment that prevents lifting of objects weighing more than 25 pounds, and must be able to work on a ladder and climb stairs. Maintenance technician applicant must be able to lift heavy object weighing over 50 pounds, and must be able to work on a ladder and climb stairs.

HOURS, DUTIES AND CLASSIFICATION OF JOB

This is a part time position with approximately 1200 hours per year for each position. The classification is part-time, hourly, at-will.

Pay Range

The pay for this position is \$12 - \$14 per hour, DOE, plus the apartment.

Benefits

Personal Time Off is accrued at .057620 hours per hour worked. An accrual of \$3.00 per regular or overtime hour toward a healthcare FSA is provided.

To Apply For This Position

Complete the job application and the employee reference release, and obtain your MVR, and email or fax these documents to bill@sfinvest.com or to 530-894-4900. No drop in interviews will be conducted.