

**BALDWIN REAL ESTATE CORPORATION
MARKET RATE RESIDENTIAL PROPERTY MANAGER
JOB DESCRIPTION**

I. BASIC FUNCTION

- A. Responsible for maximizing the financial returns from the properties in accordance with the owner's objectives as determined through frequent communication and reporting to entity principals; and maintaining the integrity of the physical assets with purposeful capital expenditure planning and routine preventive maintenance performance.
- B. Responsible for the recruitment, selection, training and supervision of all on-site personnel.
- C. Assists the President, and/or other department supervisors with special projects, administrative tasks, and other non-property management related work, to achieve the goals of the company.

II. RELATIONSHIPS

- A. Reports to President. In some cases the Property Manager will report directly to the owner or managing general partner of client properties.
- B. Supervises all on-site personnel at assigned properties and personnel assigned to special projects.
- C. Maintains direct relationship with Baldwin's Controller, and Accounting Department.
- D. Maintains relationships with field representatives and supervisory personnel within various federal, state and local regulatory agencies for housing.
- E. Maintains relationships with suppliers, vendors and professionals servicing the company or properties.

III. RESPONSIBILITIES

- A. **Maintaining the physical asset:**
 - 1. Supervises site Community Managers' direction of site maintenance staff;
 - 2. Delegates and supervises scheduling of maintenance work, and completion of all items identified on the annual preventive maintenance schedule prepared individually for each site;
 - 3. Completes regular inspections and follow-up on maintenance work; prepares quarterly status reports including anticipated problems;

4. Selects, supervises, and reviews all contractual services;
5. Confirms that all vacant units/areas are ready to lease;
6. Assures that all tenant service requests are completed in a timely manner;
7. Regularly inspects grounds, interior hallways, and all common hallways;
8. Approves expenditures up to \$500.
9. Approves purchase orders for all maintenance and cleaning supplies, materials and equipment.
10. Makes recommendations for physical repairs and/or replacements, and coordinates major capital improvements and property upgrading.
11. Perform inspections and prepare detailed punch lists after new construction/renovations are completed.

B. Marketing and leasing:

1. Supervises site Community Managers and/or leasing personnel;
2. Approves all advertising and marketing programs;
3. Completes regular market comparisons;
4. Reviews weekly and monthly reports; traffic, turnover, rent roll, etc;
5. Works to maximize occupancy at the highest possible rent schedules at each property; recommends and implements rent increases when appropriate;
6. Establishes and maintains good community relations with employers, local governmental agencies, neighborhood groups, etc;
7. Supervises rent collection policies and implementation of collection programs.

C. Financial monitoring and control:

1. Prepares individual property budgets for each assigned property prior to the beginning of each calendar year;
2. Reviews monthly income statements, balance sheets and general ledgers and prepares explanations of variances on a monthly and quarterly basis;

3. Reviews tenant aged receivables on a monthly basis and takes appropriate collection action;
4. Maintains and implements purchase order system;
5. Approves all accounts payable for disbursement;
6. Reports and approves payroll information to the Accounting Department on a timely basis;
7. Submits documentation as may be necessary to facilitate withdrawals for eligible items from Replacement Reserve;
8. Assures proper collection and deposit of laundry income, if any, and monitors proceeds.

D. Administration:

1. Prepares annual management plan for each property with specific fiscal/physical/administrative objectives;
2. Maintains property files and records;
3. Handles employee selection, training, and control, and assures that all supervised employees comply with the appropriate policies and procedures;
4. Establishes programs for employee development. Conducts workshops targeted at specific areas of operation.
5. Interfaces with outside professionals regarding legal, accounting, insurance, tax, and other matters, as appropriate;
6. Handles any emergencies that may arise on site and prepares contingency plans to respond at any time to any "crisis" situation that may arise;
7. Communicates all problems and makes recommendations to President;
8. Prepares monthly cover letter to be sent with the monthly financial report to clients where applicable.

Please direct all inquires to Deb Cianciola 585- 272-9390 ext 740 or email your resume and cover letter to: dcianciola@demarcogroup.com