



## **SITE MANAGER JOB ADVERTISEMENT**

### **General Summary:**

Affordable Housing Developers is seeking applications for a Site Manager at West View Apartments in Williston, North Dakota. The Site Manager position entails the oversight and on-site management of Rural Development and or/ HUD multi-family housing projects. The Site Manager will work under the supervision and guidance of the Regional Property Manager to ensure the upkeep and maintenance of the property. The position is part-time, approximately 8-10 hours per week and is flexible based on a negotiated contract.

### **Duties Performed:**

- Collect rents and security deposits
- Perform annual, move-in and move-out property inspections
- Post notices and distribute necessary materials and correspondence including warnings and evictions
- Assist the Regional Property Manager in tracking project performance, vacancy rates and marketing trends
- Assist the Regional Property Manager in maintaining property inventory records and capital improvement plans
- Direct potential tenant inquiries as needed
- Transfer utilities as needed
- Process, track and resolve tenant maintenance requests, complaints, questions and concerns
- Facilitate the turnaround of vacant units
- Distribute project applications and show vacant units to potential tenants
- Ensure completion of applications and submit to the Regional Property Manager
- Perform light maintenance including changing light bulbs, furnace filters, minor repairs, grounds upkeep etc.
- Open units for various inspections, agency site visits and maintenance personnel
- Oversee property maintenance and upkeep including snow removal, lawn care, exterminating, weed spraying and repairs
- Maintain a positive working relationship and good communication with tenants and vendors
- Assist in the maintenance of a property waiting list and marketing of vacant units

- Assist the Regional Property Manager with annual recertifications
- Report on needed project capital improvements and repairs
- Cleaning and upkeep of common areas
- Adhere to fair housing policies and practices
- Attend required trainings and keep up to date on regulatory requirements, state and local laws and ordinances and housing trends
- Other duties as needed

**Minimum Qualifications:**

- Requires a high school diploma or equivalency
- Must be 18 years of age
- A demonstrated ability to effectively communicate professionally in both written and oral formats
- Excellent customer service skills
- Working knowledge of standard office equipment
- Ability to work independently with minimal supervision
- Ability to work quickly under time restrictive deadlines
- Must adhere to state and federal regulatory requirements
- Must possess a valid driver's license, insurable driving record and own a vehicle suitable to meet job requirements

**Applicants must submit a completed application to:**

**Affordable Housing Developers**  
**112 3<sup>rd</sup> St W, Suite 101**  
**Dickinson, ND 58601**  
[andread@ahdi-nd.org](mailto:andread@ahdi-nd.org)

**APPLICATIONS ARE AVAILABLE ONLINE AT [www.ahdi-nd.org](http://www.ahdi-nd.org)**

**Affordable Housing Developers is an equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act**