

Community HousingWorks

JOB DESCRIPTION

Job Title: **Senior Asset Manager – Physical Plant**

Classification: Exempt

Approved by: _____
Sue Reynolds, CEO

Date: February 2010

Status: New

Purpose

Plans, implements and manages capital improvement and minor rehab projects for the agency's affordable housing operating portfolio; coordinates activities with property management and works with internal staff on issues related to asset management, under the direction of the Vice President of Asset Management.

Essential Functions

Project Management Activities

1. Identifies, evaluates and recommends capital improvement and replacement projects in the agency's operating portfolio, including potential energy efficiency retrofits.
2. Represents the agency to stakeholders, property managers, vendors and residents.
3. Creates and manages detailed project budgets and completes projects on time and on budget. Monitors project expenses, reconciles to financial reports and coordinates all contract payments, lender and funder reporting requirements in a timely manner.
4. Designs and implements the selection process to recommend hiring of contract vendors and consultants. Develops scope and solicits bids. Negotiates contracts. Seeks legal review as needed.
5. Manages and coordinates work of project team including architects, contractors, engineers and other consultants, with property managers to ensure adherence to project budget and schedule, cost containment, regulatory compliance and quality control.
6. Monitors project activities regarding quality and cost control issues. Arranges and conducts regular site inspections and meetings. Resolves related problems and concerns. Sees projects through to completion. Reports on activities to VP of Asset Management.

Other Portfolio Management Activities:

*3/5/10
Senior Asset Mgr*

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1. Creates implements and oversees multi-year capital improvement plans for each property.
2. Analyzes multi-year budgets and reserves to determine how to meet future physical needs. Reviews annual operating budgets to insure implementation of multi-year plans and coordination with property management.
3. Performs annual site inspections. Oversees physical risk management, reviews maintenance records, performs health and safety inspections of maintenance shops and oversees preventive maintenance schedules at all sites. Monitors property management activities as relates to physical plant to ensure that accurate record keeping, compliance and conformance to regulations are met. Reviews the operating procedures of property management firms to ensure that the agency's objectives for the physical needs of each project are met.
4. Prepares and presents progress reports to the vice president, president, board of directors and board committees, as requested.
5. Creates and maintains physical specification books for each site with the goal of maintaining the integrity of the original design while updating and greening the product.
6. Completes other tasks as assigned related to real estate asset management, policy development, budgets, planning, maintenance of records and systems and administration.

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Knowledge and Skills

1. Proven skills in managing rehab and construction projects ranging from \$5000 to \$500,000.
2. Proven ability to create and manage project budgets and expenses.
3. Demonstrated ability to represent CHW's interest and maintain appropriate professional boundaries.
4. Strong, clear, tactful communicator in writing and verbally.
5. Self-starter with ability to independently manage projects from start to finish.
6. Computer literacy in office automation and various software applications using spreadsheets, word processing, and databases. Intermediate level of proficiency in Outlook and demonstrated ability to create and manage budgets and reports with Excel.
7. Proven success at leading teams to achieve defined results.
8. Proven success representing an owner or mgt company in commercial or residential properties. Ability to identify physical and safety risks. Knowledge of OSHA and California health and safety standards.

Education & Experience

Experience

Minimum of five years in maintenance supervision of apartments or commercial properties, project management or construction management experience.

Experience in green sustainable or energy conservation measures a plus.

Affordable housing experience is helpful.

Education

Bachelor's degree or equivalent experience preferred.