



Reach For Your Potential

JOB TITLE: Asset Manager
DIVISION: Professional
REPORTS TO: Financial Director

REVISION NO.: 8
REVISION DATE: 1/2/2019

POSITION SUMMARY:

The Asset Manager is responsible for maintaining member homes and apartments in regards to general maintenance and repair issues. This position entails light household maintenance or repairs, vehicle maintenance, and lawn care for these locations. The Asset Manager is also responsible for general maintenance and repairs at the Day Habilitation/Adult Day Center and general office. It is the responsibility of the Asset Manager is to ensure the proper use and care of all agency and member assets.

ESSENTIAL JOB FUNCTIONS:

- Assist with general maintenance and repair of member homes and apartments and contents thereof, as well as the Day Habilitation/Adult Day Center and agency offices.
- Scheduling larger maintenance projects for member homes/apartments, the Day Habilitation/Adult Day Center, office and making all appliance purchases for those locations.
- Maintain the grounds of member homes and apartments which include flower beds, trimming, and litter pickup. Members contract with an outside company for lawn mowing and snow removal.
- Organize and clean member garages on a regular basis to ensure member safety.
- Assemble shelving, equipment, and furniture for members or the agency as needed.
- Move members' seasonal furniture and belongings to and from storage.
- Assess agency vehicles on a regular basis through inspection and driving. Schedule all vehicle maintenance as needed including oil changes and tire rotation/purchases. Arrange for delivery/pickup of vehicles.
- Fill agency vehicles with gas on a weekly basis or as needed to ensure members are able to access the community for their shopping needs and outings.
- Ensure the cleanliness of agency vehicles for member use by cleaning each vehicle on a regular basis and scheduling detailing of vehicles at least once per year.
- Maintain agency vehicle mileage and safety check logs and vehicle/proof of insurance.
- Respond to members' concerns within 48 hours, with a response time dependent on the nature of the concern.
- Be available by cell phone for questions or concerns during scheduled work hours.
- Assist with tasks requested by the Financial Director, Program Director or Executive Director.
- Help with member or office moves as needed.
- Communicate any staff concerns to Administration.
- Meet with the Supervisor on a weekly basis at a minimum to discuss issues/concerns and to review week work schedule.
- Ensure the highest quality of services for all members served by the agency.
- Participate in the weekend on call rotation.
- Maintain open communication with property owners and respond to their calls within 48 hours, depending on the nature of the concern.
- Complete other duties as assigned.



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JOB REQUIREMENTS:

EDUCATION/ EXPERIENCE:

High school degree (or its equivalent)

SKILLS:

Must have knowledge of general household maintenance and the ability to operate a variety of hand or power tools. Must be able to read, write, and communicate effectively with members, staff, and administration. Patience in working with disabled adults is required. Needs to have a caring attitude and be supportive and encouraging to members. A driving record that qualifies you to drive agency vehicles is required.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT TO BE USED:

Must be able to operate hand and power operated household tools. Must be able to operate computer and other office machines, such as copier, fax, calculator, telephone, and AV equipment.

TYPICAL PHYSICAL DEMANDS:

It is preferred that the employee is able to lift at least fifty pounds. Requires sitting, standing, bending, and reaching. Requires manual dexterity to operate hand and power tools, standard office machines such as computers, copiers, fax machines, calculators, the telephone, and AV equipment.

WORKING CONDITIONS:

Typically works in an outdoor environment or the office. Occasionally called upon to work overtime or odd schedules.

Employee Signature

Date

Employee Printed Name