



Assistant Resident Manager – Holiday Apartments

Capitol Hill Housing is a public development authority (a municipal corporation) chartered by the City of Seattle to meet the need for affordable housing and preserve neighborhood character in Seattle. Capitol Hill Housing believes it is an appropriate obligation of our society to provide all individuals with access to quality, affordable, safe housing. Originally focused solely on Capitol Hill, we now have 42 affordable apartment buildings on Capitol Hill and other Seattle neighborhoods.

The Assistant Resident Manager will live on site in rental properties and provide support for the tenants. This is an 18 hour per week, part-time position with a free one bedroom unit. All activities are to be carried out in full accordance with the Rental Management and Maintenance Service Program Policies and Procedures Manual.

Duties to include (specific duties may vary from building to building):

General Job Performance Requirements:

- Coordinate with other CHH staff as necessary in the efficient and proper maintenance of the property.
- Be knowledgeable of and operate within the provisions of Seattle and Washington State Landlord Tenant law, Fair Housing law and ADA law.
- Perform work in a good and professional fashion.
- Leave all work areas clean and orderly at the end of each work day.
- Store tools and equipment in designated areas and insure proper security measures have been taken.
- No hazard shall be allowed to exist at any time in or around the property.
- Cover building for emergencies and lock outs when manager is absent.

Primary Responsibilities:

- Clean halls, stairs and other common areas as needed and as directed by the Property Manager or Resident Manager.
- Clean laundry room, playroom, alleyway, parking areas and dumpsite area as needed.
- Pick up trash around exterior of building.
- Assist Manager with unit turn-over, maintaining a 14 day turn time.
- Assist Manager in full unit paint and/or wash down, walls, cabinets, closets, ceilings.
- Assist Manager in any additional cleaning tasks assigned by the Property Manager or Chief Operating Officer.

Preventive Maintenance:

- Redecoration/wash down units, corridors walls and laundry rooms.
 - Clean, vacuum and spot clean hallway and landing carpets.
 - Maintain garden/green areas and sweep sidewalks around building.
 - Clean windows inside and out in common area corridors and stairwells.
 - Additional tasks assigned by the Property Manager or Chief Operating Officer.
- **Minimum Qualifications:**
 - High school diploma or GED preferred.
 - Ability to speak read and write in standard business English.
 - Experience working with a diverse population. The ability to work effectively with people of diverse personalities, cultures and communication styles.
 - The ability to lift 40 pounds, walk stairs, climb ladders, and operate generally accepted cleaning tools.
 - Ability to work daily with minimal supervision.
 - Ability to follow instructions accurately and to problem solve effectively.
 - Time management skills; ability to organize time efficiently, prioritize tasks and perform tasks in a self directed manner.
- **Preferred Qualifications:**
 - Six months janitorial or cleaning experience preferred.
 - Six months property management experience preferred but not required.
 - Painting, landscaping or light maintenance experience preferred.
 - Basic computer skills, preferably Microsoft suite preferred but not required.
 - Driver's license preferred but not required.
 - Ability to perform the following essential physical requirements: Constant – hearing, seeing. Frequent – standing, walking on a variety of surfaces, lifting and carrying up to 20 pounds, climbing stairs, reaching (from knees to shoulders), repetitive hand and arm motion, handling/grasping, pushing/pulling, bending at the waist, twisting at the waist, crouching kneeling/squatting, reaching (below knees and above shoulders). Occasional – Fine finger manipulation, talking, sitting, lifting and carrying up to 40 pounds, climbing ladders, working at heights. Seldom – crawling, using foot controls.

Candidates selected for this position must pass a criminal history background and credit background check prior to employment with Capitol Hill Housing. Capitol Hill Housing is an Equal Opportunity Employer

To Apply:

Please submit a resume and a cover letter to:

Email: resume@chhip.org

Mail: Resumes
 Capitol Hill Housing
 1406 Tenth Ave. Suite 101
 Seattle, WA 98122