



Assistant Site Manager – Elizabeth James Senior Housing

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 Site Manager will live on site in rental properties and provide support for the tenants. This is a full-time position with a free one bedroom unit and cash compensation for \$1,200- \$1,450 DOE. All activities are to be carried out in full accordance with the Rental Management and Maintenance Service Program Policies and Procedures Manual.

Duties:

- Clean halls, stairs and other common areas as needed and as directed by the Portfolio Manager or Site Manager.
- Clean laundry room and equipment, playroom, alleyway, parking areas and dumpster area as needed.
- Sweep courtyards and exterior sidewalks around building.
- Clean windows inside and out in common area corridors and stairwells.
- Pick up trash around exterior of building.
- No hazard shall be allowed to exist at any time in or around the property.
- Assist Manager with unit turn-over, maintaining a 14 day turn time.
- Assist Manager with painting and/or wash down, walls, cabinets, closets, ceilings.
- Maintain garden and/or green areas in courtyards and exteriors of buildings.
- Coordinate with other CHH staff as necessary in the efficient and proper maintenance of the property.
- Assist Site Manager to ensure all graffiti is reported and removed within 48 hours.
- Leave all work areas clean and orderly at the end of each work day.
- Store tools and equipment in designated areas and ensure proper security measures have been taken.
- Be knowledgeable of and operate within the provisions of Seattle and Washington State Landlord Tenant law, Fair Housing law and ADA law.
- Cover building for emergencies and lock outs when manager is absent.
- Report all maintenance items to Site Manager in a timely manner.
- Assist with annual inspections of units and common areas.
- Additional tasks assigned by the Portfolio Manager or Site Manager.

- In the event of an emergency, the Assistant Manager shall take any action necessary to avoid the loss of life and/or property and then promptly report such action to CHH.

Minimum Qualifications:

- High school diploma or GED preferred.
- Ability to speak read and write in standard business English.
- Prior janitorial or light maintenance experience required.
- 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 property management experience.
- Painting and/or landscaping experience.
- Apartment plumbing and/or electrical experience.
- Ability to perform the following essential physical requirements: Constant – hearing, seeing. Frequent – standing, walking on a variety of surfaces, lifting and carrying up to 50 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, working at heights. Seldom – crawling, using foot controls.

Work Environment:

Work site may have stairs and no elevator. Working with power tools, use of and exposure to cleaning chemicals, solvents and paint, and other possible hazardous materials, performing physical duties in physical isolation from other staff can be potential hazards of the job. There may be other hazards. Employees are expected to perform their work in such a manner as to eliminate or reduce any potential hazards to an acceptable level. Employees are also expected to report actual or potential hazards to management and the Safety Committee.

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@capitolhillhousing.org

Mail: Resumes

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