Job Description

**Properties and Inspections Manager**

**General Responsibilities:**

The Housing Properties and Inspections Manager works with all Homeward Bound program areas to manage maintenance of residential facilities utilized by Dove programs, through working with maintenance staff who may include clients and outside contractors. Major responsibilities include the following: managing the upkeep and maintenance of Homeward Bound residential units, receiving reports from case staff and reporting residence status weekly at Case Management. Additional responsibilities include contacting appropriate party and following up on completion of in-house or external maintenance requests to ensure that when property turnover or inspections occur, units are ready for Section 8 or other inspections in a timely manner, with minimal out of service time. This position reports to the Homeward Bound Program Director.

**Examples of Work**

Maintains excellent communication with program and maintenance staff.

Follows up on upkeep and maintenance of Homeward Bound residential units.

Conducts the Move-In/Move out/Inspections process for re-occupancy.  
Ensure apartment is ready for resident to move-in on agreed date.

Verify documentation is complete on appropriate paperwork prior to move-in.

Take resident to view unit prior to move-in, noting any inspection deficiencies

Follow-up on lease/sublease renewals.

Submit lease changes & invoices to the Finance Department

Monitor advertising effectiveness in conjunction with the outreach team.

Complete HMIS documentation accurately and in a timely manner.

Meet with landlords, property owners as necessary.

Maintain records of required inspections.

Complete maintenance request and inform the maintenance team in a timely manner.

Meet with other agency housing inspectors and follow up on recommended protocol.

Meet with vendors and coordinate services.

Perform light maintenance dutiesAttends and participates in all required Dove meetings, participates in agency and program events.  
Performs related duties as required.

**Qualifications**

Applicants must have computer experience in Word, Microsoft Excel and basic communication software. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver’s license and insurance is required. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

**SALARY AND BENEFITS**

The salary range is from $25,000 to $29,000 per year, depending on experience and skills, with raises available each July 1 based on merit and availability of funds. Occasional overtime This employment is contingent upon continued funding for this position. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. The Properties and Inspections Manager reports to the Homeward Bound Program Director. A program office is located at 788 E. Clay Street. This position is funded through a grant, and no promise of employment is made beyond the end of that grant period. Days worked may include week-ends, evenings and/or holidays.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

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