



**California  
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

<p><b>PROGRAM/DEPARTMENT</b> Housing / Napa Farmworker Housing Centers</p> <p><b>LOCATION: St Helena, CA</b></p>	<p>CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer.</p>
<p><b>JOB DESCRIPTION TITLE:</b> On Site Manager</p>	<p><b>POSITION STATUS:</b> Regular Full-Time</p> <p><b>FLSA STATUS:</b> Exempt</p>
<p><b>SALARY: Grade 9</b></p>	<p><b>PROGRAM HOURS:</b> 6 day work week,</p>

**SUMMARY:** California Human Development Corporation (CHD) is a private, non-profit, human services program serving the Northern California Area. CHD/HOUSING DEPARTMENT develops and manages housing properties in widely spread communities in the CHD service area. The On-Site Manager will be responsible for the successful operation of the farmworker housing center to which assigned, under the direct supervision of the Property Management Director. The On-Site Manager will lead the staff as a team responsible for managing the community as a business, with a goal to maintain the community in good physical condition with a sound fiscal operation. Will directly supervise the Cook and Assistant Cook.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:** Under the direct supervision of the Property Management Director, the On-Site Manager's duties include:

- A. Maintain a working knowledge of, and be committed to compliance with, all Federal and State Fair Housing and Equal Employment Opportunity laws and regulations, and pertinent OSHA regulations.
- B. Maintain a working knowledge of, and perform all job duties in compliance with, government agency regulations and tenant/landlord law.
- C. Determine lodger eligibility, approve applicants and create and maintain lodger files according to site standards and Napa County regulations.
- D. Monitor site budget and review monthly budget variance to remain within the budget.
- E. Collect and record lodger payments (and other revenue) and delinquent accounts per Corporate policy.
- F. Maintain the maximum physical occupancy through skilled marketing, leasing techniques, and/or prompt and thorough applicant processing, as well as the

timely and organized completion of vacant room refurbishment – with the goal to attain established occupancy levels.

- G. Submit food requirements to On-Site Manager/Kitchen Coordinator and maintain accurate food inventory.
- H. Oversee Cook to maintain kitchen and dining room health and safety standards in accordance with State of California Environmental Health Standards.
- I. Inspect the community with, (and independent of), the Property Management Director on an on-going basis to assure curb appeal, general appearance, landscaping and market ready units meet Corporate standards.
- J. Conduct monthly Safety Inspections of work areas and reports to ensure correction of any deficiencies.
- K. Perform regular inspections after dark to check for adequate exterior lighting and general safety of the premises.
- L. Report accidents and emergency situations to the Property Management Director and the CHD Corporate Office immediately, and prepare and submit the required reports per corporate policy.
- M. Implement company policies and procedures related to maintenance, (e.g., preventative, corrective and emergency maintenance, health and safety, hazard communication and emergency and disaster programs, etc).
- N. Conduct conflict resolution meetings as needed with lodgers and/or staff.
- O. Work with Property Management to obtain and review bids for vendor contracts annually, regularly supervise the performance of outside contractors, and maintain good vendor and contractor relations.
- P. Creation of Work Orders for needed repairs at the Site.
- Q. Promote lodger retention through excellent lodger relations, enforcement of the lodger agreement and Lodger Rules to include planning and participating in annual Lodger Management Meetings and lodger functions during and after normal work hours.
- R. Prepare and serve notices to lodgers as needed.
- S. Perform move-out room inspections and make unit ready for future occupancy.
- T. Maintain office and community room cleanliness, organization and professionalism, and monitor organization of the storage areas.
- U. Prepare and submit monthly reports accurately and on time.
- V. It is understood that the position of On-Site Manager may require occasional non-standard hours.
- W. Other duties as assigned.

**OTHER RESPONSIBILITIES:**

- A. Must live on site.
- B. Evening, Overnight and weekend work necessary.
- C. Six day work week.

**KNOWLEDGE SKILLS AND ABILITIES:**

**LANGUAGE SKILLS:**

- A. Work and communicate effectively with a wide variety of individuals and groups in English and Spanish both orally and in writing.

- B. Write business correspondence memorandums, reports, plans and procedures.
- C. Bi Lingual English/Spanish required.

**MATHEMATICAL SKILLS:**

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability compute rates, ratios, and percentages.
- C. Create and interpret presentation charts.

**REASONING ABILITY:**

- A. Establish and maintain productive relationships with participants, employers, management, and professionals from CHD and external agencies as well as with the general public.
- B. Solve problems and resolve conflicts effectively.
- C. Lead and motivate people.
- D. Maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Use effective judgment in crisis situations.
- F. Work with computer database programs.
- G. Identify, implement and coordinate educational, self-enrichment, employment training, and financial resources.
- H. Follow-through on activities and responsibilities in a prompt and punctual manner.

**SUPERVISORY RESPONSIBILITIES:**

- A) Supervise employee(s).
- B) Is responsible for the overall direction, coordination, and evaluation of these employees.
- C) Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- D) Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:**

EDUCATION: High School Diploma or GED

EXPERIENCE:

- A. Basic knowledge and understanding of, (or an ability and willingness to learn), government agency regulations, California Landlord Tenant Laws, State and Federal Fair Housing laws, Equal Employment Opportunity laws and pertinent OSHA regulations.
- B. A minimum two years of experience in property management or another service industry **including** at least one year of supervisory experience; (OR, Corporate employee with a minimum one-year of experience in property management **and** a demonstrated ability to supervise others.)
- C. Experience in safely handling power tools, hand tools and other maintenance equipment.
- D. MS Excel basic experience required.

**WORK CONDITIONS:**

**PHYSICAL DEMANDS:**

This position requires:

Frequently:	Sitting, Walking, Seeing, Hearing, Speaking, Standing, Bending, Lift up to 60 lbs, Carrying, Pushing/Pulling
Occasionally:	Stooping, Squatting, Kneeling
Seldom:	Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment represents typical conditions that an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.  
May have exposure to hazardous materials or conditions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- A. A Valid California Driver's License.
- B. Proof of insurance on personal automobile.
- C. DMV printout of driving record.
- D. Current food handlers certification issued by California or ability to obtain one at the first available State test.

**ACCEPTANCE AND CERTIFICATION:**

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions and all other aspects of my job as outlined above.

\_\_\_\_\_  
Employee's Signature  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature