

The Town of Burlington CT is seeking a part-time Property Administrator for our 24-unit Sr. Housing complex.

Job Summary

The Property Administrator is responsible for the general administration and physical operations of the Evergreens at Thompson's Way property. The Administrator assures that the rental program adheres to income limits determined for affordable housing, coordinates with contactors to assure the cleanliness of buildings and grounds, and maintains the preventive maintenance programs to ensure preservation, safety, and upkeep of all buildings and equipment. They are responsible for the employment of qualified, competent vendors and the establishment of good resident relations while encouraging, supporting, and abiding by all regulations.

Occupancy:

- Accepts rental applications, interviews, and verifies prospective residents, show apartments, prepares, and executes leases, and maintains a waiting list of qualified applicants.
- Verifies income and employment if applicable, maintains confidentiality in determining applicant eligibility and provides rent structure for apartments.
- Prepares and maintains rental records for tenants.
- Orients and introduces all new residents prior to and at occupancy. Explains the lease agreements, rules, and regulations, detailing the expectations of both the resident and management.
- Collects rents and enforces leases.

Finances:

- Timely collection of rents and other income.
- Works within an approved budget, including careful purchasing and contracting of cost-effective services.
- Purchases all necessary supplies and replacement items required for property operations and building maintenance within the Annual Operating Budget and Capital Budget.

Maintenance:

- Responds proactively and plans for maintenance to prolong the useful life of the buildings and their systems.
- Reviews maintenance needs and cleanliness of the entire complex and provides direction and supervision to the maintenance vendors.