



JOB DESCRIPTION

Position: Night Manager
Job#: PA07141701
Status: Part Time Non-Exempt Rent Stipend
Dept./Program: Property and Assets / Vermont House
Location: San Jose, CA
Supervisor(s): Senior Property Manager for Vermont House

Job Summary:

In exchange for rent free housing (studio apartment included in salary), the Night Manager is responsible for providing the after-hours management presence in coordination with or in the absence of the Senior Property Manager. Responds to on-site emergencies including but not limited to police, fire, and EMS during nights and weekends.

Responsibilities:

- Responds to emergency calls beginning at 5:00 p.m. through 9:00 a.m., Monday night through Friday morning and on weekends and holidays as on-call schedule dictates, or in the absence of Management staff. While the Night Manager does not have to always be onsite nights and weekends, they do have to typically be onsite or nearby most of the time and available by cell phone during those times when they are away from the property. They should be within about an hour drive unless they have notified their supervisor that they will be unavailable for night manager duties and have made other arrangements for coverage.
- As assigned or needed, performs light maintenance or janitorial duties such as turning off the water valve on a toilet or sink, vacuum water with a wet vacuum and setting up fans in cases of flooding, litter collection during site walks, locking the laundry room, reviewing security camera video, etc.
- Exercises good judgment and discretion to call for other staff or 911 for help in an emergency. Contacts maintenance staff or on-call vendors for maintenance emergencies.
- Directs emergency personnel to various parts of grounds, buildings or unit, as appropriate. Remains present while emergency staff is on-site.
- Within 24 hours, records any incidents, unusual occurrences or emergency/after-hours calls on the incident report form and notifies Manager and/ or Property Supervisor.
- Works with Senior Property Manager to enforce quiet hours and house rules.

Qualifications:

- Veteran status is required for this position.
- 2 years of affordable housing or case management experience required.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Ability to climb one flight of stairs at least twice per day.
- Ability to lift and carry 25 pounds.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with residents or employees of the organization.
- Ability to stay calm in emergency situations and de-escalate situations with agitated residents.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work with a minimum of supervision.

COMPENSATION- IMPORTANT, PLEASE READ BEFORE APPLYING

- The duties of the Night Manager shall be compensated through the provision of a free on-site Studio apartment unit.
- The Night Manager is required to live on site as a condition of employment and will credit the rental value of \$1054.00 of housing provided to Night Manager toward wages up to the maximum allowed by law.
- This amount is subject to change based on the annual fair market rent changes for the area.
- The included rent benefit shall be compensation for responding to emergencies on nights and weekends and for approximately 2-4 hours/week worked at the property performing the duties of the Night Manager.
- This position will be required to sign an employee license to occupy agreement which will outline the specific terms and conditions on which the night manager for residing on the property.

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