



Part-Time On Site Supervisor Needed

The East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO) is a community-based, member-controlled non-profit. It was chartered to advance “progress” on the community’s own terms, to assure that community members are the primary beneficiaries of that progress, and to demonstrate that residents who commit themselves to community well-being can thrive in place. Since its inception in 1990, EPACANDO has developed 350 permanently affordable rental homes and helped over 3,500 low-income residents gain or retain homeownership.

EPACANDO owns and manages a 15-unit low-income complex located on Clarke Avenue in East Palo Alto, CA serving low-income residents. We are looking for a part time On-Site Supervisor.

Benefits:

- \$20 per hour – 25 hours per month
- Candidate will be living on-site in an affordable 1 bedroom, 1 bath apartment (must meet requirements for tenancy)
- Paid Time Off

Responsibilities:

On-Site Duties:

- Report problems and unsafe or threatening situations to Property Manager
- Learn lease rules/regulations and report any violations to Property Manager
- Learn and follow written Property Management procedures and continually look for ways for improvement
- Maintain accurate records (i.e. work order requests, property showing log, incident report log and tenant communication log)
- Monitor, inspect and maintain all common areas (i.e. laundry rooms, carports, back yard, front yard, and trash enclosure)
- Monitor and supervise onsite maintenance work and give daily progress report to Property Manager
- Complete weekly and monthly reports, inspection reports from all buildings including laundry rooms and turn into EPA CAN DO Property Manager by due date
- Let vendors into laundry rooms or units when tenant is not available
- Report any maintenance problems to management in a timely fashion
- Keep the garbage enclosure clear of any excess materials (mattresses, bulky items etc.) and let management know if inappropriate dumping occurs
- Be knowledgeable in plumbing, HVAC—preferable but not required

- Have some handyman work experience; changing light bulbs, fixing fences, painting, patching holes, etc.
- Get vacant units ready for move in by quick turn-over
- Landscape maintenance and tree trimming as needed
- Be able to lift at least 20lbs
- Any other related duties as assigned

Tenant Relations:

- Be available for tenants if there is a problem onsite, and respond to residents' requests (i.e., lost keys, complaints about noise or parking)
- Look for ways to improve resident satisfaction
- Handout any and all notices from EPA CAN DO regarding tenants, and collect any and all forms from tenants and turn into the office
- Collect maintenance work order requests from tenants
- Give out applications to prospective tenants and show vacant units, as needed
- Inform management of any and all residents dispute/conflicts when knowledgeable

If you're interested in the position please email Property Manager Gaby Anguiano-Hernandez at ganguiano@epacando.org for a digital copy of the application or you can schedule an appointment to stop in and pick up a hard copy at our office.