



Lac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
Phone (715) 634-2147
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JOB ANNOUNCEMENT

LOCATION: Lac Courte Oreilles Housing Authority
JOB TITLE: 16-Plex Manager
POSTING DATE: August 27, 2020
CLOSING DATE: September 8, 2020

SUMMARY:

Manage the 16-Plex units located at 6834N Agency Rd in Reserve, for the Lac Courte Oreilles Housing Authority. In return for assuming responsibilities of manager, the tenant will not be charged monthly rent and water fees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Open and monitor Commons Room during scheduled hours.
2. Maintain laundry room hours and hours of operation.
3. Clean laundry room & hallway bathroom.
4. Mop hallway when needed.
5. Investigate tenant complaints about malfunctions of utilities or furnished household appliances or goods and report to the Maintenance Department.
6. Perform light maintenance and grounds keeping; garbage and debris pick-up, manager will shovel, use salt for snow and ice on sidewalks, and mow the lawn as needed.
7. Open/unlock dumpster area and secure at night.
8. Take trash to dumpster for those tenants that are unable to do so.
9. Receive and report tenant complaints concerning other tenants or occupancy issues to the Housing Authority and makes recommendations.
10. Report criminal activity to the Law Enforcement Agency and Housing Authority.
11. Inform Housing Authority staff of need for maintenance or other services such as trash collection, extermination, etc.
12. Submit weekly reports to Housing Services of incidents that occur.
13. Other duties may be assigned.

QUALIFICATIONS

- The manager must be in good standing with the Housing Authority. He/she must be capable of performing the duties described above.
- The manager must be physically present at the site most evenings and weekends in order to monitor the conduct of tenants and guests.
- Must be eligible for housing per Title XI Chapter 7 Housing Authority Code.