



## **Regional Property Manager**

Rutherford Investments is engaged primarily in the acquisition and long-term ownership of apartment and manufactured housing communities in many of the strongest markets in California. Rutherford's assets total approximately \$1.6 billion, with approximately \$900 million in equity under management.

Rutherford is a fully integrated private real estate investment company with acquisition, property management, asset management, construction, entitlement divisions and debt and equity platforms. Today, Rutherford's portfolio consists of over 5,100 apartment units and over 2,500 manufactured home spaces. For more information visit [www.rutherfordinvestments.com](http://www.rutherfordinvestments.com)

### Position Summary:

Rutherford MHC Management is looking for Regional Property Manager (RPM) to oversee 5-8 parks (1,000-1,500 spaces) this position is responsible for capturing opportunities to maximize income and reduce expenses, while providing an exceptional community environment. A financial performance of the properties, compliance with state and local laws, enforcing rules and regulations evenly, and unsurpassed customer service are the benchmarks by which we measure success.

As RPM you are responsible for supporting day-to-day operations of the Manufactured Housing Communities under Rutherford MHC Management. The RPM oversees the Community Managers and Maintenance staff and is responsible for decisions at the property for administrative and maintenance related issues. You are required to report any property maintenance, administrative and legal concerns to Executive Management.

### Essential Functions of the Job:

- Troubleshoot resident complaints concerning gas, electric, water and plumbing issues outside of the resident's mobilehome and other related park issues. Conduct resident meetings, draft letters and legal notices addressing resident rules and regulations violations and refer all escalating resident issues to your supervisor.
- Ensure proper maintenance of Park-owned facilities, amenities, common areas and equipment (clubhouse, swimming pool, spa, streets, street lights, fences, walls, signs, mailboxes, laundry, storage areas, etc.) in safe, clean, and operational condition.
- Ensure proper maintenance of the Park's utility system in a safe operating manner, ensuring that required maintenance and inspections are conducted and local and state compliance standards are met.
- Obtain bids as directed, schedule approved work; supervise vendors/contractors performing maintenance or repairs; and review invoices for accuracy prior to submitting for payment.
- Attend educational programs as directed by Rutherford MHC Management, LLC to maintain a current knowledge of federal, state and local codes, ordinances and laws.
- Set annual rent increase schedules, send out monthly rent increase notices and monitor rent rolls for accurate rental income.



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- Support onsite managers through property visits, weekly communication, and to-do list completion.
- Review prospective resident applications for Park tenancy.
- Drive team members to achieve asset goals identified in the annual budgets.
- Monitor policy and procedure compliance and the financial performance of each assigned property, as established in the annual operating budgets, to ensure investor goals and expectations are being met.
- Conduct regular property inspections (quarterly at minimum) to ensure that property curb appeal meets standards and identify potential liability issues at the property.
- Create and maintain 10-year capital replacement/improvement plan for each property, including thorough property inspections, ROI analysis on rehab projects, gathering the necessary bids to set the budgets, executing contracts on approved projects, gathering compliance documents, and driving projects to completion.
- Direct preparation of reports, to ensure timely communication to investors, including but not limited to:
  - Budgets & Variance Reports
  - Occupancy Status
  - Delinquency Updates
  - Lease Expiration Management
- Perform risk management functions, by always being aware of health and safety or potential liability risks and maintaining a current and accurate assessment of the physical plant and operations to limit exposure for the investors and the company.
- Recruit, hire, develop, and appropriately manage performance of onsite property staff.
- Conduct employee reviews, reward and discipline employees, address complaints, and resolve problems while using sound judgment.
- Build and maintain positive professional relationships with residents. Acting as a liaison concerning resident questions, concerns and issues.

Knowledge, Skills and Experience:

- Three years related experience and/or training and a minimum of two years supervisory experience.
- Working knowledge of California Civil Codes, Fair Housing mandates, and other legal issues affecting property management.
- Strong oral, written and interpersonal communication skills. Attention to detail and good math skills.
- Ability to effectively present information and respond to questions from managers, clients, residents, and the general public.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Computer proficient in Windows, MS Office, Word, Excel, Outlook, and the Internet.

Work Conditions:

Travel between the properties is required. Travel may be required for manager meetings, company training events, budget or financial review meetings, and special project events. To start travel can be up to be approximately 50%



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Rutherford is committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, military or veteran status, marital status, domestic partner status, sexual orientation, genetic information, or any other basis protected by local, state, or federal laws.