



A healthy community begins at home. REACH provides quality affordable housing and opportunities for individuals, families, and communities to thrive.

Job Description

Title: Building Monitor
Exempt/Nonexempt: Nonexempt

Dept: Property Management
Reports to: Building Manager

Pay Grade: See attached Building Specific Compensation Plan/Duties Addendum

REACH honors and encourages diversity. We value employees who contribute to our organization, which embraces a variety of thinking and perspectives.

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever necessary to ensure the success of our endeavors.

REACH owned and managed projects are staffed with Building Monitor(s) who provide after hours emergency support when management is not on duty. There are two different compensation packages for Building Monitors, dependent on the specific program requirements:

1. Building Monitors who are residents and employees (compensated with a salary, **plus** on-call pay)
2. Building Monitors who are on-site employees only (compensated with a rent free apartment only, **includes** on-call pay). The value of the apartment for units that were designated as an employee apartment will be market rent. If a unit was taken off line and is part of a HUD contract, the value of the apartment is whatever the contract rent is. Both are subject to change according to the market or HUD guidelines.

Both positions include basic duties and responsibilities outlined below. Any additional building specific duties are listed on the attached addenda, when applicable.

The boxes checked below indicate which Building Monitor position pertains to this job description:

- () Building Monitor as a resident and employee:
() Addenda Attached include:
 Building Specific Compensation/Duties Addendum
 On Call Policies
- (X) Building Monitor as on-site employee only:
(X) Addenda attached include:
 Building Specific Compensation Plan /Duties Addendum
 On Call Policies
 Rental Agreement
 Employee Addendum
 All Other REACH rental documents

General Position Summary:

- Ensures building exterior grounds are free of debris, leaves etc.
- Clears walks, steps of ice and snow, per established policies
- Completes Building rounds twice daily to ensure building security
- Ensures all paper product dispensers are filled in common areas
- Carries pager and responds to after hours' calls per established On-Call procedures.
- Monitors the security and integrity of building, grounds.
- Secures and locks doors and windows to secure building at night (where common halls and entries exist).
- Ensures alarm system is engaged and operational, if applicable.
- Acts as Fire/Life Safety Director in the absence of the Building Manager; responds to emergency situations such as medical, police, fire emergencies, and takes appropriate action including contact emergency services (911), evacuating building, etc, if needed.
- Responds to lock-outs, emergency maintenance situations, per established lock out and on-call guidelines.
- Attends quarterly Monitor and other staff trainings when needed
- Meets with supervisor weekly
- Performs other related duties as assigned.

Job Scope:

Operates from established and well-known procedures. Decisions are made within established organization guidelines. Performs duties independently, but guidance and direction are available for unusual or critical situations. Position involves a low degree of complexity in dealing with recurring work situations with occasional variations from the norm. Unlikely, this person has no real responsibility other than to report problems.

Errors may result in loss or damage to property, breaches in building security, or injury to residents.

Supervisory Responsibility:

Position is not supervisory in nature.

Interpersonal Contacts:

Contacts are normally made with staff and residents of assigned building. Contacts are normally initiated by staff or residents, and often concerns confidential or sensitive matters requiring the use of discretion. Vast majority of contacts occur face-to-face.

REACH employees are expected and required to behave in a professional and courteous manner in doing REACH business and dealing with other staff, residents, and all contacts inside and outside the organization. Profanity and abusive language are specifically forbidden.

Specific Job Skills:

Ability to read and speak English; ability to write reports; basic writing skills; basic computer with email desirable; good organizational skills (ability to prioritize duties, keep orderly supplies when applicable.) Ability to communicate effectively with all types of people, remain calm during pressure situations and take action and/or make decisions. Ability to deal with angry or distraught people.

Education and/or Experience:

No specific educational requirements. Previous related experience helpful but not required.

Job Conditions:

Must reside at residence. Requires night and weekend work hours. Regular attendance is required in accordance with a regular schedule established for the position by the supervisor. Physical ability to stand and/or walk for long periods of time.

Supervisor/Manager Approval

Executive Director Approval

I, _____, have read and understand the definition and scope of the job description outlined above.

Signed _____ Dated _____

Initial at 90-day and annual performance evaluation.

Initial Employee Supervisor Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description is not an employment contract, implied or otherwise. The employment relationship is "At-Will". The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

