

JOB DESCRIPTION

Prepared by Kristie Bendick

TITLE: **PART TIME SITE EXAMINER**

PRIMARY RESPONSIBILITIES: Perform and type SITE VISIT reports for assigned communities.

SKILL REQUIREMENTS: Minimum of 2+ years of college or 5 years of business experience; strong organizational skills; and vehicle to travel to assigned communities. Must be a team player and work well in a team environment.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Complete a property profile site visit for each of the following properties:

Boothwyn House, South Orange, NJ – monthly inspections
Village Mews, South Orange, NJ – twice per month inspections
Essex Mews, Rahway, NJ – twice per month inspections
Beacon Place, Belford, NJ – WEEKLY inspections
Gracewood Glen, Holmdel, NJ – monthly inspections
Clifton Mill, Borden Town, NJ – WEEKLY inspections per year
The Clusters at Clifton Mill, Bordentown NJ – WEEKLY inspections
The Colony at Clifton Mill, Bordentown NJ – WEEKLY inspections
The Commons at Clifton Mill, Bordentown NJ – WEEKLY inspections
Hopewell Grant – Pennington, NJ – WEEKLY INSPECTIONS
Williamsburg Village, Bordentown, NJ – WEEKLY inspections

2. The site visit normally includes the following:

General Conditions of Community- BASED ON DRIVE THROUGH
Entrance or Curb Appel CHECK ON FOOT
Entrance Sign PHOTO AND EXAMINE
Trash Container Areas PHOTO AND EXAMINE
Fences PHOTO OF ANY PROBLEMS AND EXAMIN
Landscaping PHOTO OF VERY GOOD AND BAD CONDITIONS
Roadway / Parking Lots WALK THROUGH FOR CRACKS ETC AND STORM
DRAINS WHILE DOING WALK THROUGH OF COURTS AND UNIT
BUILDINGS
Sidewalks WHILE DOING WALK THROUGH OF UNITS BUILDINGS

PROPERTY MANAGEMENT. PROPERLY MANAGED.



Violations INDIVIDUAL UNIT WALK THROUGH UNLESS VISIBLE FROM CAR
MUST HAVE PHOTOS FOR EVERY VIOLATION OF RULES

Work Tickets and Buildings - INDIVIDUAL UNIT WALK THROUGH UNLESS
VISIBLE FROM CAR MUST HAVE PHOTOS FOR EVERY work order or
condition IDEALLY BEFORE AND AFTER REPAIR

3. The site visit is to be typed up in the company standard layout and provided to the Property Manager for review.
4. The Property Managers for the communities listed will provide areas of concentration, work to follow up on and violations to inspect.
5. Follow all policies and procedures of THE REGENCY MANAGEMENT GROUP and implement same.
6. Customer Service Coordination.

REPORTING RESPONSIBILITY: Reports directly to Corporate Representative