

Property Manager Job Description 2025



1. **Position.** This position listing is for the **Property Manager** position for properties at 423 East Huron Street Omro, Wisconsin 54963 and 431 East Huron Street Omro, Wisconsin 54963.
2. **Beginning Date.** Manager will begin work ASAP.
3. **Hours.** 1-2 hours per week and on-call assistance
4. **Requirements.** Manager must use personally owned equipment.
5. **Duties.**

Managing duties set forth below for property at **423 East Huron Street:**

- Inspect unit when tenant moves in/moves out
- Clean unit after tenant moves out
- Mow lawns when houses are not rented
- Rake leaves when houses are not rented
- Trim bushes when houses are not rented
- Clean up garbage and debris on grounds when houses are not rented
- Shovel snow from sidewalks and driveways when houses are not rented
- Accept tenant complaints and repair requests
- Inform Owner of maintenance and repair needs
- Maintain digital log of tenant complaints
- Handle routine maintenance and repairs
 - Plumbing stoppages, garbage disposal stoppages, faucet leaks, simple toilet repairs, stove repairs, dishwasher repairs, light switch repairs, thermostat repairs
- Notify the renter if they are not maintaining the property (mowing, raking, trimming, cleaning up garbage, shoveling snow)

Manager's duties are set forth below for property at **431 East Huron Street:**

- Maintain the outside of the property (mowing, raking, trimming, cleaning up garbage, shoveling snow)

6. **Hours and Schedule.** Available on-call as necessary to tenants.
7. **Payment Terms.** Manager will be paid:
 - a. **\$125 per month (monthly flat rate)**
 - b. Upon receipt of invoice (net 30 days)

Please submit a summary of qualifications and/or resume in person at the Carter Memorial Library, 405 E Huron Street, Omro, WI. Applications will be accepted on a rolling basis.

References may be requested upon interview.