

Cambridge eExchange

Hello Employees!

Stay safe out there!

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Careers with Cambridge

To request an Application for Employment or for more career information, please contact Human Resources at hr@cambridgeres.com or 503.450.0237

Keyholder – Maintains common areas in a clean, orderly and safe condition. Assists Property Manager in unlocking commons area doors as needed. ***Must live onsite* Location: Oregon - Countrywood Manor**

Leasing Agent – Under the direction of the Property Manager, the Leasing Agent is responsible for leasing, marketing and maintaining positive resident relations within the community. **Locations: Oregon – Meridian Village (PT)**

Maintenance Technician – Performs moderate to difficult repairs and preventative maintenance to maintain the condition and appearance of the property. **Locations: Oregon – Pinewood Manor (PT), West Hills Terrace (PT), Fifth Avenue Court/Kearney/Glisan/Nordel, Gladstone Forest, Wellington Estates/Crescent Ridge; 2400 Brookwood**

Assistant Maintenance Technician (Part Time) – Provides less complicated repairs and preventative maintenance at the direction of a senior Maintenance Technician.

Property Manager - Oversees daily activities such as leasing, collections, resident relations, maintenance, general administration, and policy & procedure compliance. **Location: Oregon – Hidden Court; Washington – Pioneer Vista**

Assistant Property Manager - Works in conjunction with property manager to oversee daily activities of the community including leasing, collections, resident relations, maintenance, general office administration and policy and procedure compliance. **Location: California - Glenbrook**

SERC (Portland Office) - Support site employees in various departments. **Location: Oregon –Senior Property Accountant**

Fire Suppression System Testing Month

Did you know that it is time for annual fire suppression testing?

For properties that have sprinkler systems, we wish to remind you that February is fire suppression system testing month. Cambridge has contracted with qualified third-party testing companies to make sure that your property received the proper testing and certification for fire suppression systems.

You should expect to be contacted by one of the testing companies below during the second half of February each year. Please make every effort to accommodate the testing company's schedule by being prepared to serve notices to enter and complete testing and certification of your property's fire suppression system.

If you are not contacted between February 18th and February 28th, please contact your supervisor or Scott Busch on March 1st for further instructions.

Please observe all COVID – 19 protocols when scheduling and serving notices to enter, including asking residents to wait outside the unit until testing is completed.

Portland Metro Area

United Fire & Safety: (503) 249-0771
Northwest Fire Suppression: (503) 644-7720
Triad Fire Protection: (503) 856-6333 (Bethany 5)
Fire Systems West: (360) 693-9906 or (503) 235-4048

Oregon (Eugene/Salem/Coast)

Omlid & Swinney: (541) 741-1775
Industrial Source: (541) 242-6165
Harvey and Price: (541) 746-1621

Idaho

Taylor Brothers Fire and Safety Inc: (208) 344-8711

California

Hue & Cry: (800) 762-3196
Delta Fire Systems: (775) 359-0396
Foothill Fire Protection: (916) 663-3582

Washington

Western States Fire Protection: (503) 657-5155
Fire Systems West: (360) 693-9906 or (503) 235-4048

Meal and Rest Break Requirements

Cambridge Real Estate Services is committed to abiding by local, state and Federal law as well as company policy to ensure employees are provided a healthy and productive workplace. One of these protections involves assuring employees of their right to timely meal and rest breaks.

Rest Breaks

Employees are entitled to one rest break of 10 minutes for every 4 hours worked. The break should be taken as much as is practicable, in the middle of each work period. Rest breaks are paid.

Meal Breaks

See the chart below to determine when depending on your state of employment, you must start your meal break. Meal breaks are unpaid.

	Meal Break Must Start Between Work Hours	Second Meal Break Must Start Prior to Work Hour	Minimum Meal Break	Rest Breaks
California	3 - 5	10	30 minutes	(2) 10-minute
Idaho	3 - 6	14	30 minutes	(2) 10-minute
Oregon	3 - 6	14	30 minutes	(2) 10-minute
Washington	2 - 5	11	30 minutes	(2) 10-minute

California

First meal breaks can be waived if the workday concludes in 6 hours or less. Second meal breaks can be waived if the workday concludes in 12 hours or less (and the first meal break was not waived)

Idaho

First meal breaks can be waived if the workday concludes in 5 hours 59 minutes hours or less.

Oregon

First meal breaks can be waived if the workday concludes in 5 hours 59 minutes hours or less.

Washington

First meal breaks can be waived if the workday concludes in 5 hours or less.

We strongly recommend taking your meal break away from your desk and office so your breaks are uninterrupted.

If you have any questions regarding the above meal break requirements, please contact the Human Resource Department or your Portfolio Supervisor.

COMPLIANCE REMINDER 2021

Tax season is almost upon us!

Why not start now and begin to remind your residents to bring in a copy of their 2020 taxes for their next recertification? You can keep these in a separate recertification folder and you will already have a jump start! Pro Tip: Send out reminders early so that all files can be completed on time, this will alleviate those pesky last minute missing file requests from the Compliance Team!