

Maintenance Technician

Position Summary:

Responsible for maintenance and upkeep of building, building systems, common areas and other physical assets. Duties may vary on a day-to-day basis. As an example, they could range from moving the Christmas decorations from the basement to the Lobby, to repairing the irrigation system, to changing air conditioner filters.

This is anticipated to be a part time position at approximately 16 hours per week. Possible working hours may include two (2) - 8-hour days per week or four (4), 4-hour days.

Position Responsibilities:

- General maintenance of buildings, building systems, common areas and other physical assets on the property.
- Perform duties related to plumbing, electrical, HVAC, painting, irrigation and any other maintenance needs related to the designated property.
- Troubleshoot maintenance problems to identify issues and necessary repairs.
- Complete grounds work, which may include trash clean up, sweeping, landscaping, pressure washing, etc.
- Complete assigned maintenance service requests.
- Properly operate, maintain, and store all maintenance equipment.
- Maintain archive storage system for building owner's paper files.
- Perform other related duties as directed.

Knowledge, Skills, and Abilities:

- Possess skill and ability to operate a wide variety of hand and power tools.
- Ability to handle multiple tasks simultaneously, establish priorities and meet deadlines.
- Exceptional organization and tracking skills.
- Complete tasks from start to finish in a quality manner while meeting applicable codes.
- Ability to interact and work positively and effectively with building owner and tenants.
- Ability to gather information, analyze it, seek input, and make sound decisions.
- Ability to work as part of a team and independently.
- High attention to details.
- Commitment to company values and goals.
- Regular and reliable attendance is a must.

Minimum Qualifications

- High school diploma or GED and two (2) years of full time, paid, professional experience working in a maintenance role.
- Working knowledge of plumbing, electrical, HVAC and any other maintenance skills necessary to complete work orders.

- Ability to read, write, speak and understand the English language in order to interact with tenants and staff.
- Valid Driver's License and own transportation. Position will require periodic travel to pick up parts and materials.

Physical Demands & Work Environment:

- Works indoors and outdoors.
- Requires physical ability to stand for long periods, climb stairs and ladders, squat and bend.
- Ability to stand and walk for extended periods of time, in crowded areas and in confined spaces.
- Ability to work on uneven surfaces, in hot, cold and wet conditions, climb and stand on ladders and scaffolding at heights of up to 30 feet.
- Able to move furniture and equipment.
- Able to handle various manual and power tools.
- May work independently or as part of a team.