



**JOB TITLE: MAINTENANCE TECHNICIAN I**

**JOB SUMMARY:** Under general supervision, performs a variety of skilled and semi-skilled construction, maintenance, modification and repair activities. Perform minor HVAC, plumbing, electrical, building envelope repairs, and all other scheduled preventative maintenance or unscheduled corrective maintenance, as directed. This role reports to the Building Engineer.

**ESSENTIAL JOB FUNCTIONS:**

- Perform general building maintenance depending upon area of assignment including performing basic trade activities such as electrical, plumbing and carpentry work.
- Perform minor HVAC repair and maintenance under close supervision.
- Replace light bulbs/lamps and clean fixtures.
- Perform painting and drywall patching.
- Move/ repair furniture, modular-system break down and set up.
- Configure/set-up conference room and Audio/Visual equipment.
- Perform snow removal/leaf sweeping as needed.
- Respond to tenant service requests in such a manner as to reduce work orders and eliminate recurring problems.
- Comply with safety and environmental procedures, specifically hazardous communications program, lockout-tag out programs, operations and maintenance programs and directives.
- Provide access for all third-party mechanical and service vendors as needed.
- Inspect common areas, vacant units, and grounds to determine necessary repairs and maintenance, including submitting property inspection reports.
- Perform all other duties and projects as assigned.

**QUALIFICATIONS:**

- High school diploma or a minimum of 3 years of related maintenance experience and/or trade school training.
- Must have strong work ethic, be able to work independently, and be proactive.
- Proficiency reading and interpreting drawings, schematics, and wiring diagrams preferred.
- Minimum of 3-5 years related work experience required.
- Must be able to lift 50 pounds as well as work in small spaces, working at heights from ladders, scaffolding, etc.
- This position may require property reassignment, weekend work, and after-hours availability for emergency calls based on portfolio needs.
- Experience with Microsoft Office, i.e. Word, Excel, Power Point, Office 365

**CERTIFICATIONS:**

- Universal CFC or Technical degree or certificate in HVAC a plus.

**To Apply:**

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