Maintenance Technician

Basic Function: Under direction of the Property Manager and the Facilities Manager, develop, coordinate and execute property maintenance activities for the CWD portfolio of properties and assist with CWD Strategic Initiatives.

Hours:
- Monday – Friday, 8 hours per day; Hours will vary depending on assignments.
- Rotating after-hours on-call schedule; may include evenings, weekends & holidays

As a member of our maintenance team, the Maintenance Technician is a vital component of our company’s day-to-day impression on existing and prospective tenants. As such, the Maintenance Technician is expected to maintain a high level of quality customer service and professionalism. The Maintenance Technician is responsible for all aspects of the daily operation of the buildings. Essential duties and responsibilities include the following but are not necessarily limited to those listed:

- Systems/Mechanicals: Lighting, Electrical, Plumbing, HVAC, Generator, Elevators, Roof
- Fire & Life Safety: Fire alarms, fire suppression, annual inspections
- Grounds/Seasonal: Snow removal, irrigation, weed removal, power washing, exterior trash pick-up
- Daily walkthroughs & monthly site inspections
- Janitorial services: rubbish removal, window cleaning, trash removal
- Administrative: Review and complete work orders, utilize time/labor tracking systems; Maintain inventory and supply list documentation; read plans
- Projects: Obtain bids, manage project
- General Labor: Painting, furniture relocation, doors/locks/gates
- Contractor assistance
- Preventative maintenance
- Recurring work orders

Expectations:
- Maintain CWD aesthetics standard
- Exemplify the CWD Mission and Core Values; Trust, Respect, Loyalty, Commitment, Integrity, Innovation, Teamwork
- Provide outstanding internal and external customer service
- Communicate openly, effectively, and positively
- Function equally well as a team player and independent contributor
- Punctual and regular attendance

Qualification Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience:
- High school diploma or general education degree (GED)
- Two years related experience or training
Language skills:
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals
- Ability to speak and write effectively in English

Reasoning ability:
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations and offer solutions if unable to resolve
- Ability to multitask and prioritize

Certificates, licenses, registrations:
- Valid driver's license
- Preferred OSHA 10-hour safety training (not required)

Other skills and abilities:
- Must possess a firm understanding of plumbing, electrical, and mechanical systems
- Must be able to safely operate vehicles, hand tools, power tools, snow blower, power washer, leaf blower, etc...
- Must be able to communicate in a professional manner via phone, text message, and email
- Must be comfortable with use of Smart Phone technology
- Preferred: Yardi Mobile and/or Yardi Voyager experience
- Preferred: Experienced in use of Microsoft Office, especially Outlook

Physical demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; required to stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work environment:
While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to cold, wet, and/or humid conditions. The employee occasionally works near moving mechanical parts and in high precarious places. The noise level in the work environment is usually moderate. Ear plugs and eye protection is provided and must be worn when using equipment, i.e., mower, weed eater, chainsaw, etc.