

**Job Description – Maintenance Tech**

**Job Title: Property Maintenance Technician Department: Property Management Reports To: CFO**

**FLSA Status: Non-Exempt Prepared By: CFO Prepared Date: 07/01/19**

# JOB SUMMARY:

The Property Maintenance Technician (PMT) will visit each property as scheduled and precisely inspect and report on its current condition, as well as work closely with tenants in taking care of maintenance/repair requests and needs. PMT negotiates contracts and supervises all work performed by contractors engaged to perform services including landscaping, janitorial, security, snow & waste removal, HVAC maintenance, general building repairs, etc. PMT also performs minor repairs as needed and ensures all properties are kept in a first-class condition. PMT must be able to work flexible hours and be on-call 24/7. A company cell phone and truck will be provided.

# ESSENTIAL DUTIES AND RESPONSIBILITIES: .

**Solicit, competitively bid and negotiate contracts**

* Contracts include janitorial, security, landscaping, snow removal, waste removal, etc. Once determined, advise Property Manager, CFO & COO on recommendations.
* Closely monitor and evaluate contractor’s performance and billing. Coordinate work by scheduling assignments, setting priorities and directing the work of contractors.
* Creates and track work orders, related records and invoices.

# Regularly Property Inspections

* Inspect the grounds, buildings and building equipment at each property to make sure that they are safe and well-maintained. Complete and file inspection logs for each property inspection.
* Report any damage/safety concerns on the property to the CFO and prepare a cost estimate for repair.
* Complete any minor repairs that don’t require a specialist/contractor
* Report weekly on repairs made and cost of repair materials

# Coordination with CFO, COO & Property Accountants

* Assist Property Accountants in creating & analyzing annual property budgets and CAM reconciliations.
* Update Property Manager, Property Accountants, CFO, COO on significant Tenant issues, maintenance/repair issues, capital expenditures, etc.

# Ensure the cleanliness of each property:

* Inspect all Day Porter assigned work, to ensure that Day Porter(s) is/are performing work as assigned

# Create a positive image for company

* Dress and act professionally and treat tenants and guests with respect and courtesy.

# Enforce provisions in CC&R’s & lease agreements

* These provisions might include rent collection, parking restrictions, end of lease requirements, etc.

# Routinely communicate with tenants

* Handle complaints and requests for repairs and ensure they are satisfied
* Execute WDG’s Tenant Retention Plan
* Obtain Performance Review’s from tenants 1 x year

# Other tasks as assigned by the Property Manager, CFO, and/or COO

**KEY COMPETENCIES:**

* General “Handyman” Skills
* Organizational Skills & Follow Through
* An Eye for Detail
* Communication Proficiency (oral and written)
* Problem Solving/Analysis
* Leadership Skills
* Teamwork Orientation
* Time Management Skills
* Customer/Client Focus (internal and external)
* Basic Financial Acumen