



NAME: Open

JOB TITLE: Service Technician

DATE: 1/15/18

PROPERTY: Skyrise Building
Manager

SUPERVISOR: Service

JOB SUMMARY:

Maintenance and preventive maintenance of buildings, equipment and grounds of large residential tower. Carry a pager as on-call rotation requires and be available for after hour's emergencies. Assist in working with and overseeing vendor work performed on the property. Effectively communicate with tenants, staff and vendors, verbally and in writing.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

Hands on maintenance and preventive maintenance of grounds, buildings and equipment including carpentry, drywall, HVAC, plumbing, electrical and fire/life safety. Snow removal and salt applications. Daily building and grounds trash pickup. Secure vacant units. Prepare units for rent including, but not limited to, wall, floor and appliance repairs, carpet removal and carpet cleaning. Assist with unit inspections and preparation for turnovers. Complete preventative maintenance. Obtain bids, oversee vendor work and supervise vendor work. Complete service requests and repair projects. Perform after hours on-call responsibilities. Regularly consult with supervisor on projects or potential projects and priorities. Order and/or maintain supplies/inventory. Ability to anticipate problems and make necessary adjustments to eliminate potential problems or hazards. Knowledge of safety procedures and OSHA requirements. Adherence to state and local codes. Maintain accurate records; purchase orders, and tenant billing paperwork.

ACCOUNTABILITIES:

Inspect property appearance and physical performance to assure proper conditions in accordance with policies, procedures and time requirements. Prompt response and appropriate action to all emergency calls. Adhere to safety policies and procedures. Complete paperwork for billings to tenants and reconciliation of purchases made for maintenance.

JOB SPECIFICATIONS/QUALIFICATIONS:

750 Trade Centre Way Suite 100 Portage Michigan 49002-0481

Telephone 269-342-8600 Fax 269-342-1949

January 15, 2018

Minimum of one year experience in maintenance of grounds, buildings and equipment for a multi tenant residential portfolio. Excellent communication skills. Knowledge and experience with boilers, air conditioning, furnace units, plumbing and electrical systems. Knowledge of safe and proper use and care of all power and hand tools. Must be flexible and reliable. Valid driver's license required. Reliable transportation to procure supplies and for on call response. Provide your own basic hand tools to complete routine maintenance. Ability to lift equipment and supplies used to perform job. Ability to work independently and with others. Basic PC skills, including a working knowledge of Microsoft Outlook.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THIS EMPLOYEE. HE OR SHE WILL BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS AND TO PERFORM ANY OTHER DUTIES REQUESTED BY HIS OR HER SUPERVISOR.