

URBAN LAND CONSERVANCY

JOB PROFILE

Job Title: Maintenance Technician

Reports to: Facilities Manager

SUMMARY:

The Urban Land Conservancy (ULC) is a nonprofit real estate organization that improves metro Denver communities through real estate investment, development and preservation.

The Maintenance Technician will support efforts to ensure that ULC assets operate efficiently and provide long term community benefits to the community. Work assignments include, but are not limited to, preventive maintenance on buildings, repair and adjustment of HVAC, electrical and plumbing systems, and light carpentry projects

GENERAL RESPONSIBILITIES:

- Maintain awareness of property operations and maintenance activities
- Advise supervisor of issues that may jeopardize property operations and increase liability risk
- Ensure communications with tenants and residents are sensitive to the populations served
- Support standardized operating policies; make recommendations for improvements to systems, communications protocols and/or policies to increase property and departmental efficiency or productivity
- Ensure compliance with federal, state, and local laws, zoning and building codes, and insurance requirements
- Coordinate with other ULC departments to maintain effective communication and coordination
- Help implement and support property emergency protocols
- Adhere to standardized operating procedures including utilization of forms and templates

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- General support to Facilities Manager, occasional minor support to Property Manager, when assigned
- Perform preventative maintenance as directed by supervisor. Check and maintain building HVAC, electrical, plumbing, and mechanical systems to ensure proper operation
- Regularly conduct building inspections to evaluate general condition and lighting; make minor repairs and adjustments to building equipment systems as necessary; replace light bulbs, lamps and lighting fixtures; report graffiti and illegal dumping; make notes on other building repair needs for future action
- Provide off-hours on-call as requested. Respond to emergency calls to make temporary or permanent repairs to systems
- Maintain accurate property data reports and schedules, i.e., watering and pest treatment schedules, vendor maintenance visits, incident reports, vendor contacts, etc.
- Maintain property grounds/ landscaping as needed, including watering, minor tree trimming, removal of items left on grounds by visitors, power wash parking and buildings, as needed
- Walk vacant land weekly and report on physical conditions to supervisor; such as need for mowing and snow removal; ensure that there are no citations for litter, debris, graffiti, or insufficient grounds maintenance
- Obtain product information and service bids as requested by supervisor
- Report housekeeping deficiencies and perform minor janitorial duties during business hours, as directed
- Prepare conference/meeting rooms for tenant use
- Assemble and disassemble furniture, equipment, and shelving, as needed
- Work with third party vendors, as required

URBAN LAND CONSERVANCY

JOB PROFILE

- Provide due diligence support to Real Estate and Master Site departments related to acquisition and development activities, as directed by supervisor
- Assist other departments and employees, as necessary, with the set-up and teardown of furnishings and fixtures for community meetings and special events

MATERIALS AND EQUIPMENT DIRECTLY USED:

A variety of hand and power tools and mechanical equipment, including but not limited to, hand and power saws, electric drills, sanders, planers; screwdrivers, hammers, wrenches and pliers; electronic and mechanical testing devices; tape measures; step and extension ladders; basic power tools; grounds maintenance equipment

Candidate must be able provide personal tools, if not available on site or otherwise provided

QUALIFICATIONS:

Qualified candidates should have 3+ years' experience in maintenance or grounds in a commercial, residential, or development environment. In addition, we look for candidates with:

- ✓ Proven ability to work as part of a team and focus on several properties simultaneously
- ✓ Solid knowledge of the principles, practices, materials, and methods of building construction, remodeling, maintenance, and repair; HVAC, electrical, mechanical, and plumbing equipment and systems maintenance and repair; carpentry; woodworking; general building and facilities maintenance and repair, and the ability to apply that knowledge to perform the essential functions of the position
- ✓ Solid knowledge of the principles and practices of equipment operation and use, hand and power tool operation and use, and the skill and ability to apply that knowledge to perform the essential functions of the position
- ✓ Strong working knowledge of property maintenance practices and policies
- ✓ Ability to safely use tools described above
- ✓ General knowledge of land and building codes
- ✓ A sensitivity in working with diverse and underserved populations
- ✓ Ability to work in a fast-paced organization; ability to adapt to changing priorities
- ✓ Proficient in oral and written communication skills; ability to communicate verbally, in-person and by telephone; analytical skill helpful
- ✓ Must demonstrate a passion and commitment to tenant relations/service, ULC's mission and supporting the nonprofit community
- ✓ Ability to maintain effective communication with peers and management; team player
- ✓ Demonstrated organizational skills
- ✓ Ability to organize, work independently, take initiative, problem solve , and consistently meet deadlines

Education: High School diploma or equivalent is required; Bachelor's degree is a plus

REQUIREMENTS:

- Proficient knowledge of Microsoft Word and Excel
- Must pass an acceptable reference check
- Must pass a satisfactory criminal background check
- Must be reliable, punctual, and demonstrate a good work ethic
- Must have a valid driver's license and reliable automobile
- Must be able to operate standard office and maintenance equipment, computer skills are very desirable

URBAN LAND CONSERVANCY

JOB PROFILE

- The person in this position must be able to analyze and interpret basic contracts
- Must be able to remain in a stationary position for up to 50% of scheduled work hours
- Must have the ability to perform physically demanding manual labor work
- Must have the ability to climb, bend, lift up to 75 lbs, stoop, kneel, crawl
- Solid skill and ability to use ladders to access ceiling areas, rooftops, and work at heights of up to 90 feet; work in confined spaces, mechanical and equipment room, basements and crawlspaces
- The person in this position may be exposed to various weather conditions and uneven walking surfaces (including ascending and descending stairs) during the course of site visits and work activity
- Ability to serve as 24-hr on-call emergency support

COMPENSATION:

- Salary is competitive and commensurate with depth of experience and overall qualifications and based on ULC budget capacity
- Benefits include 401(k) savings and investment plan; annual leave (vacation) and sick time; nine paid holidays, paid life insurance, AD&D and LTD insurance; STD insurance; health insurance, health care spending account, dependent care spending account

EQUAL EMPLOYMENT EMPLOYER:

ULC does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services

-
- *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time*
 - *This job description is subject to change at any time*

Application Process:

Interested individuals should send the following as a **combined** PDF

- Resume and Cover letter
- Three references
- Salary history

DEADLINE FOR APPLICATIONS: APRIL 7, 2017 (5 PM)

Send above requested documents to:

happlications@urbanlandc.org

Subject line: **MAINTENANCE TECHNICIAN**

No phone calls please!