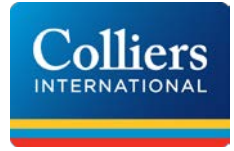


Maintenance Technician - Job Description

Colliers International



Title: Maintenance Technician
Reports To: Property Manager / Senior Portfolio Manager
Supervises: N/A

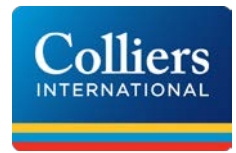
Purpose

The Maintenance Technician will work closely with the administrative staff, and Property Managers to ensure that all daily operational, maintenance tasks are taken care of to maintain the value and appearance of the property and equipment. The incumbent is also responsible for maintaining, troubleshooting and repairing, or arranging for repairs of all building operating systems at the property.

Scope

1. Maintains regular contact and builds solid working relationships with the administrative staff, Property Managers and tenants to ensure the highest level of customer service.
2. Performs corrective building interior and exterior maintenance as required by visual inspections and work orders. Notifies Property Managers of all work performed. Any maintenance needs regarding life safety or liability must be performed immediately or as reasonably possible.
3. Completes service requests and maintenance repair items in a timely manner and ensures that all requests are handled in a professional manner.
4. Reviews maintenance invoices for accuracy.
5. Communicates with all members of the property management team regarding tenant matters that pertain to maintenance, service requests or the property.
6. Purchases equipment and supplies for the property within the guidelines of the budget and with the approval of the Property Managers.
7. Assists the Property Managers in designing specs for a particular job and is able to discuss the bids and make recommendations.
8. Monitors and inspects construction jobs performed on the property. Construction jobs are to be inspected daily and notes taken regarding progress and problems.
9. Complete knowledge and understanding of the fire protection system including pump-houses, risers and monitoring system.
10. Monitors and inspects HVAC, mechanical, plumbing and electrical systems and assists with system testing.
11. Develops and maintains logs (with the assistance of the Administrative Assistant) on the maintenance history of each building and units as needed.
12. Develops and maintains a site plan depicting riser locations, water main valves, and irrigation control locations.
13. Communicates all issues/concerns relating to the properties with the Property Managers.
14. Assists in snow and ice clearing operations.
15. Provides after-hours emergency coverage.
16. Ensures compliance with Energy Star, Sustainability Program, Preferred Provider Program, Quality Assurance Program, Disaster Program, and Customer Service/Tenant Retention Program.
17. Adheres to the policies set forth in the Policy and Procedure manual.
18. Assists with special projects and other duties as assigned by the Engineers and Property Managers.
19. Coordinates contractor, tenant and management approvals for work orders that require the use of an outside contractor. Maintains log of work order details.





20. Performs all assigned work so as to ensure the safety of the building's tenants and the continuous operation of the property.
21. Assists in the development of the annual budget and RFP process for budgeted projects.
22. Prepares a written report for approval and posting by the Property Manager.
23. Submits monthly reports to the Property Manager on work performed and what is still outstanding.
24. Maintains and checks service contractors work schedules. Ensures time, date, repairs are made and properly recorded.
25. Completely understands the building life safety systems and what the procedures are in the event of an emergency.
26. Any other duty or responsibility, as assigned

Core Competencies

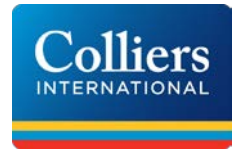
The Maintenance Technician is accountable for compliance with all laws and regulations when performing their job duties and is expected to be familiar with the legal and regulatory requirements affecting his or her job responsibilities. It is the affirmative duty of each employee to carry out these responsibilities at all times in a manner that complies with all applicable legal and regulatory requirements. The following are core competencies for the position:

1. Effectively multi-task and recognize and address important and time-sensitive tasks and matters.
2. Excellent communication, analytical and problem solving skills.
3. Demonstrates organization skills with the ability to successfully manage multiple priorities in a dynamic environment.
4. Team oriented, with the ability to build consensus and effective relationships in a cohesive business environment.
5. Must have a passion for customer service excellence.
6. Excellent communication, analytical and problem solving skills.
7. Keep supervisor fully informed by verbal, written and electronic communication.
8. Demonstrates organization skills with the ability to successfully handle multiple priorities in a dynamic environment.
9. Ability to use various testing devices and power tools related to the mechanical trades.

Physical Requirements

The following physical activities described below are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions and expectations.

1. Employee regularly uses a computer workstation or wireless device for extended periods, and must be able to reach out/up and grasp, as well as work in close quarters with others, communicate over the telephone and communicate in writing.
2. Employee is regularly required to see, talk and hear. Specific vision abilities required by this job include close vision.
3. Employee regularly sit up to 8 hours, and may be required to stand for extended periods of time, walk, bend, turn/twist, kneel, stoop or crouch.
4. Employee occasionally lifts, carries and moves/positions objects weighing a minimum of 25lbs consistently with heavier weight necessary at times.
5. Must have the ability to travel to and from properties.
6. This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.



General Requirements

1. Requires a high school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and production maintenance experience;
2. 3+ years of progressively responsible building maintenance, janitorial and engineering experience.
3. Must be highly motivated and able to work independently.

Summary

In the execution of the responsibilities, the MT is held accountable for his/her independent action(s), within the guidelines of the Position Description.

To facilitate good communication and meet other job requirements, the Maintenance Technician shall be required to use a cellular phone at all times to respond promptly to emergencies or for other vital communications, except when prior arrangements have been made and approved for vacations or other time off.

The MT may need to make use of their personal vehicle for work related duties; therefore, the MT shall maintain a current driver's license in the state of employment and shall maintain appropriate insurance at all times.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.

**TO APPLY: Send Resume, cover letter and salary requirements by e-mail to PropertyManagementJobs@colliers.com.
Please include the following subject line: [Maintenance Technician \(RENO\)](#)**

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