



## Full Job Description

**POSITION TITLE:** Maintenance Technician.

**LOCATION:** Boulder location

**REPORTS TO:** Maintenance Director & Lead Maintenance Tech.

**JOB CLASSIFICATION:** Non-Exempt, Part-Time

**COMPENSATION:** Up to \$20/HR

**Overview:** The purpose of this position is to perform various maintenance and cleaning tasks essential to the upkeep of the rental communities managed by Brothers Property Management.

### Essential Duties and Responsibilities:

- Complete a variety of routine, emergency, and preventive maintenance for assigned apartment communities in alignment with the company policies and procedures. Maintaining interior of apartments, common areas, building exterior, and grounds of the property. Tasks include (but not limited to) the following:
- Grounds Maintenance: Assisting with grounds upkeep by mowing, raking, and watering lawns; maintaining trees, shrubs, and flowerbeds; shoveling snow and deicing walkways and steps; cleaning and maintaining parking lots, common areas and driveways.
- Plumbing: Replacing faucet washers, seats, and stems; installing garbage disposals; repairing or replacing toilet mechanisms; unstopping plumbing pipes, replacing water heaters, skilled copper soldering and other routine plumbing repairs.
- Electrical: Replacing lighting fixtures and outlets, and other routine electrical repairs, troubleshooting low voltage, 120volts and 220volt.
- HVAC: Maintaining preventive maintenance on furnace and boiler systems, troubleshooting, replacing/troubleshooting zone valves, trouble shoot 24v and replacing thermostats.
- Carpentry: Repair and install - doors, locks, rekeying locks, closet doors, repair sub floors, siding, minor roofing repairs, kitchen cabinet, windows, etc.
- Painting: Exterior and interior - walls and ceilings, texture, plaster, and drywall repair.
- Flooring: Carpet shampooing, minor carpet repairs. Vinyl flooring replacement and repairs, replacing transition strips, installing baseboards & repairing steps.
- Cleaning: Apartments, windows, walls, appliances, maintenance areas; sweeping, mopping, and waxing floors; sweeping parking lots; disposing of and moving trash, newspapers, appliances, and furniture, and other cleaning duties.



- Contact contractors as directed by Maintenance Director, Lead Maintenance Technician & Community Manager to request specific bids for work or performance of work needed at the property. Scheduling and coordinating work as needed.
- Ordering Supplies and maintaining inventory of supplies, equipment, and appliances as directed by the Maintenance Director.
- Following all budgetary guidelines within property compliance, assuring all capital assessments are completed and pre-planning for new fiscal year.
- Perform regular apartment inspections with Maintenance Director Lead Maintenance Tech and Community Manager. Assuring all common areas and apartments are maintained in decent, safe, and sanitary condition at all times. Assure property is ready for regulatory agency inspections.
- Required to be on an on-call rotation as outlined in the company policies and procedures. Required to report to the property within 20-30 minutes of an on-call emergency.
- Required to travel from property to property as assigned or needed by Maintenance Director.
- Perform any other additional duties as assigned.

### **Knowledge, Skills & Abilities:**

Personal: Must be able to follow directions, provide excellent customer service, display respect and professionalism always. Must be able to work independently or as part of a team when required.

Tools/Equipment: A variety of standard tools, saws, snow blowers, shovels, and ground equipment. Must be have knowledge on using smart phone and phone applications for work order system tracking,

Physical: Must be able to lift up to 75 pounds, walk up and down stairs, stand, sit, lay for extended periods of time.

### **Qualifications:**

- High school diploma or equivalent.
- Previous maintenance related experience - minimum of two-years work experience.
- Experience working in a rental community is preferred.
- Must hold a valid state of Colorado driver's license, insurance, and have reliable transportation.

### **Benefits:**

- We offer Sick/Vacation/Personal Leave-Prorated, and 403B, 403B Match

Brothers Redevelopment, Inc. is an Equal Opportunity Employer.

