



JOB DESCRIPTION

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| Job Title: | Facilities Maintenance Technician |
| Department: | Facilities |
| Reports To: | Facilities Maintenance Manager |
| Supervises: | N/A |
| FLSA Classification: | Non-Exempt |
| Revision Date: | 10.01.2020 |

JOB PURPOSE or JOB SUMMARY:

The function of the Facilities Department is to manage and direct the day-to-day maintenance activities of our properties. The Department contributes to the company's expense control by improving the NOI of properties through contract negotiation and capital expenditures. The Facilities Department oversees preventative maintenance and safety standards for all properties within our portfolio.

The Facilities Maintenance Technician position is responsible for performing maintenance on assigned properties to keep them free from safety hazards and ensure they are kept in aesthetically pleasing condition. This position is responsible for responding to tenant maintenance calls and concerns.

This position contributes to the accomplishment of the company's facility maintenance strategy and goal achievement and objective that will provide an employee-oriented, high performance culture that emphasizes empowerment, absolute accountability, quality, productivity and standards, and Objective and Key Results (OKR's) attainment, and the recruitment and ongoing development of a superior workforce in accordance to the Company's Manifesto and Culture Deck.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Maintain the property so it is free from safety hazards.
- Ensure assigned facilities are aesthetically pleasing by performing routine maintenance, general repairs, lighting, parking lot clean up.
- Respond to tenant maintenance calls even after normal working hours. Maintain grounds and common areas of assigned properties.
- Snow removal as needed.
- Perform and maintain records on routine maintenance of building systems and equipment.

Grounds

- Pays close attention to cleanliness.
- Maintains landscapes and weeds.

HVAC

- Identify and diagnose equipment.
- Conducts/oversees preventative maintenance on HVAC units.
- All other duties as assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.



COMPETENCIES:

Approachability: Puts others at ease by listening, allowing adequate time for interactions, and giving undivided attention. Show receptivity to message being delivered.

Assertiveness: Communicates position directly and honestly while demonstrating respect for others.

Collaboration: Seeks and enlists active participation of others to reach goals.

Customer Focus: Builds effective relationships, identifies customer expectations, sees issues from their point of view; offers practical recommendations.

Ethics & Integrity: Possesses strong set of core values and beliefs consistent with social, ethical, and organizational principals. Confronts unethical situations.

Informing: Communicates information in a clear manner by sharing appropriate amount and content of information. Ability to interact at all levels in the organization and the ability to work in a dynamic work environment.

Innovation: Generates new ideas and approaches to enhance the organization's systems, products, or effectiveness.

Organizational Knowledge: Uses organization's formal and informal relationships and power structures and possesses the ability to operate successfully within the parameters of that culture.

Personal Accountability: Accepts responsibility for own actions including failure. Embraces experience as learning opportunities and not chances to blame.

Priority Setting: Determines the interrelationships and relative importance of tasks and takes action accordingly.

Problem Solving: Gathers and analyzes information, identifies goals, explores and selects solutions, implements an action plan, and evaluates results.

Results Oriented: Drives behavior to emphasize achievement. Self-directed toward accomplishment. Is action oriented. Likes challenge. Pursues opportunities. Consistently high achieving.

Self-Knowledge: Accurately assesses own strengths and weaknesses.

Technical Skills: Demonstrates the knowledge and abilities necessary to perform required job elements to established standards. Remains current regarding developments and trends in areas of expertise.

Time Management: Allocates time efficiently to the most important issues and knows what not to spend time on; completes work in a timely fashion.

Trust & Respect: Offers respect to all in the work environment, adheres to high personal standards of acceptance, reliability, openness, and consistency of action with words.

Decision Making Skills: Gathers and analyzes information, considers consequences, and arrives at a timely decision that meets organizational goals.

MINIMUM QUALIFICATIONS:

Education High school diploma or equivalent

Experience and/or Training

- General knowledge in building and grounds maintenance
- Valid driver's license
- Strong interpersonal skills to interact with tenants, contractors and management.

Technology/Equipment Proficiency in Microsoft Office including Word, Excel, and Outlook.

PREFERRED QUALIFICATIONS:

Education Degree from a two or four-year college or university.

Technology/Equipment MRI or equivalent software experience



PHYSICAL AND MENTAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to stand, walk, sit, use hands to handle or feel objects, tools or controls; reach with hands and arms, and talk or hear.

Protective Clothing Required: None

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to a variety of extreme conditions at the property. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative of those individuals encounter while performing the essential functions of this position.

I have read and understand the duties, responsibilities and requirements for this position. *

Employee Acknowledgement

Date

Print Name

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. Grey Collar Enterprises, LLC retains the discretion to add duties or change the duties of this position at any time.