



**Position Title:** Maintenance Technician  
**Location:** Indianapolis, IN

### Summary

The Maintenance Technician reports to the Chief Engineer and works directly with the Property Management staff, providing support as needed to all team members. It is the responsibility of the Maintenance Technician not only to exhibit exceptional client service when communicating with tenants, vendors and team members, but also to focus on productivity and results. The team member utilizes advanced skills and trades such as carpentry, plumbing, electrical, painting, roofing and HVAC to perform complex preventive maintenance and corrective repair of building systems. Working under limited supervision, the Maintenance Technician maintains lights, fire/life safety services and other general building duties.

### Responsibilities

---

#### General Maintenance Duties:

- Complies with all applicable codes, regulations, governmental agency and company directives related to building operations and work safety.
- Works independently off of a work order system.
- Participate in On-Call rotation with other engineers.
- Willing to learn building maintenance in a high rise tower.
- Work with electricity safely.
- Inspects building systems including fire/life safety systems, electrical, mechanical, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions within building standard and requested by tenant.
- Able to blend with a team environment.
- Estimates time and materials needed to complete repairs.
- Maintains adequate inventory of supplies and supplied tools necessary to complete all tasks.
- Performs assigned repairs, both emergency and preventive maintenance.

- Completes preventive and repair maintenance records as required.
- Responds quickly to emergency situations, summoning additional assistance as needed.
- Performs other duties as required.

**Technical Requirements – Direct experience in a Commercial/Industrial property to include a hands-on, technical working knowledge in the following skill areas:**

- Commercial 240/480v experience
- Commercial mechanical and commercial plumbing system experience.
- Can climb ladders and work off of platforms
- Ability to supervise and operate fire/life safety components.
- Ability to read blueprint and schematic drawings.
- General knowledge of OSHA standards.

### **General Requirements**

- High School Diploma or GED
- Uses personal computer or PDA for work order system, email, and training.
- Basic skills with MS Office (Outlook, Word, Excel)
- Ability to keep information strictly confidential.
- Positive attitude and highest level of professionalism.
- Ability to effectively learn from experienced team members
- *Relationship Skills* – Ability to communicate effectively and professionally in both oral and written reports. Ability to develop and sustain cooperative working relationships; professional phone manner; mature and self-motivated team player with good conflict-resolution skills; committed to personal growth and integrity aligned with Hertz Investment Group objectives.
- *Organizational/Multi-Task Skills* – Able to allocate one’s time effectively and manage tight deadlines; ability to work under pressure and achieve quality results; ability to handle multiple demands and competing priorities, and adapt to new ideas and constant changes; results oriented, detail oriented and accurate.
- *Decision Making Skills* – Able to resolve problems using facts and sound reasoning; able to achieve goals using a strategic approach; proven innovation with a willingness to manage and adapt to change.

Please send resumes to Kevin Scroggins at [kscroggins@hertzgroup.com](mailto:kscroggins@hertzgroup.com) or contact us at 317-632-2626.