

Commercial Maintenance Technician

Job Description

Duties:

- Replace burnt out light bulbs and ballasts in lights.
- Light electrical repairs as needed. Test and repair emergency lighting and fire alarm systems.
- Troubleshoot plumbing issues and make repairs as capable. Unclog toilets as needed.
- Responsible for repair of items on monthly grounds inspections (to be completed within the month).
- Review roof leaks. This includes climbing on roofs via building ladders and combing roof surface for leaks.
- Remove snow as needed to help tenants get into business entrances.
- Troubleshoot HVAC issues. This includes climbing on ladders to review issues in ceiling. Make repairs as capable.
- Trimming/pruning of landscaping. Haul away debris.
- Patrol grounds and streets – pick up litter and debris.
- Coordinate with vendors to make repairs of larger scope.
- Complete all service requests within 24 hours.
- Respond to any emergency maintenance calls from the answering service.
- Complete uniform must be worn when working on any Knapp Properties, L.C. property. This includes nights and weekends.
- Keep uniform and personal appearance clean and neat.

While performing the above responsibilities and assignments, you may be required to perform tasks that will require physical exertion. Listed below are common requirements for your duties as Commercial Maintenance Technician:

- Use various hand tools and test equipment; these items may vary in weight from a few ounces to 40 pounds.
- Use of a ladder is required to change out light bulbs in breezeways and on building. These ladders would range in weight from 10 to 125 pounds.
- On occasion, you may be required to move furniture from one office or location to another or move furniture to accomplish certain repairs. This would require that you move items weighing several pounds to several hundred pounds.
- During the course of your job, you may be involved in repairs to the building structure. You may be required to move or transport a number of different building type materials

Requirements:

A valid Driver's License

Send resume to valerie.sechser@knappproperties.com