

## Kraus-Anderson Realty Company

<b>Job Title: Maintenance Technician/Roving I</b> <b>Full or Part Time</b>	<b>Job Code:</b>	<b>Pay Band:</b>
<b>Reports To: Maintenance Technician III / Maintenance Operations Manager</b>	<b>Division/Department:</b> Property Management	
<b>Effective Date:</b> 10/01/2021	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<b>Position Summary:</b> This position will be responsible for daily building, grounds, and equipment operations to ensure good property appearance, safety, tenant satisfaction and efficient building operations and cost control. The Maintenance Technician will be responsible for a pre-assigned portfolio of properties		
<b>Essential Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li>Takes initiative to maintain appearance and cleanliness of site and building, including vacancies.</li> <li>Notify the Maintenance Operations Manager, Property Manager or VP when emergency situations, hazardous conditions or problems arise.</li> <li>Conduct required periodic inspection of buildings equipment, mechanical systems and overall property, submitting appropriate reports as specified and in a timely manner.</li> <li>Ensure a clean and safe work environment and operate all equipment following safe and proper procedures and safety policies.</li> <li>During colder/winter weather, remove, as directed, any snow or ice including salting and sanding as necessary to maintain safe sidewalks and drive paths.</li> <li>Daily unlock any common area doors, check condition of all door closers, locks, hinges, thresholds and glass.</li> <li>Ensure all vacancies and associated restrooms are consistently broom clean, dry, contain no stained ceiling tile and are in presentable/showable condition.</li> <li>Clean, trim, mow and maintain as required, all lawns, shrubs, planting beds, planters, hedges, trees, and flowers.</li> <li>Check all property signs (traffic control, For Lease, parking, handicap, monument, sign bands, pylon) for function and appearance. Report any problems to Property Manager.</li> <li>Inspect roof areas, drains, and sewer systems for debris and deterioration.</li> <li>Check all common area lighting and time clocks to ensure proper operation.</li> <li>Performs other duties as assigned.</li> </ul>		
<b>Knowledge, Skills and Abilities:</b> <ul style="list-style-type: none"> <li>Vo-Tech or special education courses in maintenance of heating and cooling equipment, electrical systems, and plumbing, troubleshooting, and general property/building maintenance preferred.</li> <li>Working knowledge of mechanical, electrical, plumbing, fire life safety and security equipment systems preferred.</li> <li>Completes all work/maintenance needs on a timely basis and has ability to prioritize needs.</li> <li>Maintains effective working relationship and communication with Property Managers, tenants</li> <li>Attention to detail.</li> <li>Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers</li> <li>Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service</li> <li>Ability to maintain compliance with all company policies and procedures</li> <li>Ability to possess and maintain exceptional work ethic as well as uphold company values and demand the highest standard of conduct from self and others</li> </ul>		
<b>Other:</b> <ul style="list-style-type: none"> <li>Valid Driver's License and ability to maintain a satisfactory Motor Vehicle Record..</li> <li>Must have vehicle to commute and occasionally transport equipment/supplies to each property.</li> <li>Travel</li> </ul>		

**Physical Demands:**

The physical demands described are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

- Work is performed in a variety of outdoor and indoor environments including tenant spaces.
- May be exposed to cold, wet, hot or humid conditions.
- While performing job duties, may be frequently required to stand, walk, use hands/fingers, handle or feel objects, use tools and controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear/listen.
- Able to frequently lift 25 pounds and occasionally lift up to 75 pounds.

Complete application at 501 South 8<sup>th</sup> Street, Minneapolis, MN 55404, or e-mail resume to [tim.mayer@krausanderson.com](mailto:tim.mayer@krausanderson.com).

[www.krausanderson.com](http://www.krausanderson.com)



**KRAUS-ANDERSON®**  
*Realty Company*