

Portland, OR – Maintenance Technician

POSITION/TITLE:

Maintenance Technician

STATUS:

Non-Exempt

ACCOUNTABLE TO:

Senior Property Manager, Property Manager, or Lead/Chief Engineer

SCOPE OF RESPONSIBILITIES:

In cooperation with the entire property management team, the maintenance technician will work to meet the on-going maintenance demands of the portfolio to assure a high level of professionalism regarding all portfolio maintenance requirements, including timely response to and resolution of any tenant or owner requests or concerns.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform scheduled inspections; complete and turn in inspection checklist.
- Note items on inspection checklist which require additional follow up.
- Perform routine and scheduled maintenance and custodial tasks which do not require licensing.
- Maintain quality appearance of property.
- Ensure quality of work performed by contracted vendors.
- Respond to and resolve tenant service requests which do not require licensing.
- Positive interaction with building occupants.
- Support annual operating and capital budgeting process as directed by others.
- Maintain a safe, clean work place and work in a safe manner.
- Be aware of and report any potential safety hazards.

DESIRED EDUCATION, SKILLS, EXPERIENCE, AND PERSONAL CHARACTERISTICS:

- Demonstrate the ability to obtain an O7C electrical certification.
- Proactive approach to building maintenance requirements.
- Time management practices.
- Proactive problem solving.
- On going safety awareness.
- Positive approach to interaction with building tenants and occupants.
- Basic knowledge of typical office building systems, to include mechanical, fire and life safety, electrical and plumbing.

Portland, OR – Portfolio Administrator

- Effective written and oral communication.
- Previous experience in office building maintenance or related field.
- Ability to prioritize and manage multiple tasks effectively.
- Willingness to learn on a continuing basis.
- Demonstrated ability to “think on your feet”.
- Ability and desire to work in a team oriented atmosphere.
- Ability to follow through and solve problems to completion.
- Demonstrated ability to treat customers, vendors and co-workers in a courteous and professional manner.

SUPERVISION EXERCISED:

None

MINIMUM REQUIREMENTS:

- High school graduate or G.E.D.
- Clean driving record.
- Available to work occasional overtime and provide after hours on-call response (pager/cell phone) on a rotational basis.
- Evidence of automobile liability insurance coverage and valid driver’s license.
- Ability to pass background screen and drug test.
- Bondable.
- Provide appropriate small hand tools as needed.
- Appropriate, dependable vehicle capable of carrying tools and equipment required to complete assigned tasks. Equipment may include pressure washer, hand tools, power tools, ladders, etc.
- Clean, neat appearance in accordance with Kidder Mathews dress code.

Kidder Mathews offers a challenging, exciting, and professional work environment in a high profile industry. Competitive salaries and comprehensive benefits. Qualified applicants should submit cover letter and resume to hrpm@kiddermathews.com.