

# urbansites

## JOB DESCRIPTION

**JOB TITLE:** Maintenance Technician

**DATE:** 04.24.17

**DIVISION:** Maintenance

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**Urban Sites Property Management** is currently seeking an experienced **Maintenance Technician** to join their team of professionals in **Cincinnati, OH**.

### **About Us:**

Urban Sites is a private real estate development company focusing on market-rate properties in Cincinnati's center city. Our purpose is to create thriving places in walkable urban neighborhoods through innovative development and exceptional service. To learn more about our organization, please visit our website at:

<http://urbansites.com>

### **Job Summary:**

The Maintenance Technician will be responsible for performing general maintenance functions, fulfilling work orders and identifying maintenance needs.

### **Job Responsibilities:**

- Troubleshoot and solve plumbing issues
- Replace electrical outlets, switches, and light fixtures
- Repair cabinets, countertops and vanities
- Troubleshoot Appliances such as refrigerators, stoves, washers and dryers
- Repair tile, hardwood flooring and drywall
- Window repairs including measuring for screens and blinds
- Ensure that all work has been completed in a safe, prompt and professional manner
- Perform special projects, as assigned

### **Requirements:**

#### **Education and Experience:**

- High School Diploma or equivalent
- Minimum of 2 years maintenance experience or construction

#### **Skills and Abilities:**

- Must maintain a valid Driver's License
- Experience in problem solving with ability to recognize issues and deal with them directly
- Excellent communication skills in both verbal and written
- Must be detail-oriented and a team-player
- Must be personable, positive and enthusiastic attitude with capability to deal effectively with people (both internal and external)
- Must be flexible with ability to work in a team setting
- Solid time management skills; ability to handle multiple projects, meet deadlines and function independently and efficiently in a fast-paced environment

- Willingness to work an on-call rotation
- Subject to a background check
- Ability to demonstrate an understanding of general maintenance, carpentry, painting, refurbishing, plumbing, electricity, and HVAC in both theory and practical applications
- Ability to lift up to 50lbs - Able to work on stepladders, extension ladders up to 30 ft., scaffolding
- Ability to work indoors and outdoors during all seasons
- Ability to climb steps throughout the day

**Compensation and Benefits:**

- Competitive salary; commensurate with experience
- Benefits package available

Job Type: Full-time

Required education:

- High school or equivalent

Required experience:

- maintenance: 2 years

Required license or certification:

Driver's License