



## JOB DESCRIPTION

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| <b>Job Title:</b>   | <b>Property Maintenance Technician</b>   |
| <b>Location:</b>    | Denver   |
| <b>Department:</b>  | 90 – Rocky Mountain Youth Housing  |
| <b>Reports to:</b>  | Property Maintenance Supervisor  |
| <b>Supervises:</b>  | N/A  |
| <b>FLSA Status:</b> | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt |

### JOB SUMMARY

Under the supervision of the Property Maintenance Supervisor, the **Property Maintenance Technician** will be responsible for providing day-to-day maintenance and repair for the building assets of Urban Peak to ensure efficient operations and program compliance while meeting assigned objectives. PM Technician will be solely responsible for all assessment and repairs of a 36 unit affordable and supportive housing apartment building for low-income youth exiting homelessness. Additional assets include two 16 unit apartment complexes, a youth shelter, and other office/program buildings. Other responsibilities include being an engaged member of the Operations team, project management, contractor coordination, responding to building emergencies, preventative maintenance, unit turnover, physical inspections to assure Housing Quality Standards and support for HUD, CHFA, Department of Housing and other required compliance monitoring and reporting.

### QUALIFICATIONS

- A High School Diploma, GED, plus two (2) years related experience (required); or an equivalent combination of education and experience.
- Reliable transportation that is able to haul tools, equipment and inventory (required);
- Must have and maintain operation of a smart phone that supports necessary applications and maintain a phone service to respond to emergency calls, emails, and maintenance requests
- Related experience includes commercial cleaning, painting, landscaping, maintenance, and repairs
- Must be able to work independently and uphold quality control standards as determined by Urban Peak
- Must be insurable as a driver on Urban Peak’s auto liability policy
- Must pass both federal and state background checks
- Must pass pre-employment TB screening

### WORK SCHEDULE

This is a full time position requiring some schedule flexibility including some evening and weekend hours and ability to respond to emergency situations afterhours, weekends, and holidays by taking calls and/or traveling to properties to assess and resolve issues.

## **JOB DUTIES**

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*The job duties of this position are performed personally, in cooperation with your supervisor, in cooperation with contractors and vendors, and/or in coordination with other staff. Additional work functions and duties may be assigned.*

- Perform maintenance, repairs, and maintain physical operations of Urban Peak's Rox's Place building, including but not limited to preventative maintenance and scheduled repairs in units, common areas, anywhere on premises as listed below, clean and paint of vacant apartment units
- Assist Maintenance Supervisor with major repairs, supply orders, landscaping and other projects at all other properties, including two apartment buildings, UPD shelter, Administrative Offices, and the Drop-In Center in coordination with program supervisors and on site building staff
- Share responsibility with the Property Maintenance Supervisor, Property Manager for the overall physical condition of all Urban Peak buildings
- Oversee preparation for physical inspections, and Housing Quality Standards for Rox's Place
- Complete work order requests as issued in occupied units per access procedures as designated by Urban Peak policy and procedure
- Process, prioritize, and complete repair requests and maintenance tickets
- Utilize and regularly update the facilities request ticket system
- Complete apartment turnovers ensuring units are 100% ready for a new tenant within the time parameters as designated by Urban Peak standard operating procedures
- Maintain grounds with consideration to adjacent properties
- Maintain interior common areas
- Perform basic landscaping tasks on all properties
- Perform basic electrical repairs, appliance repairs, and troubleshoot problems
- Perform basic plumbing repairs and troubleshoot problems
- Perform basic carpentry and handyman repairs
- Connecting with Supervisor and/or Vendor when licensed repair work is necessary
- Recognize and report maintenance hazards to Maintenance Supervisor
- Purchase supplies and materials from designated Urban Peak providers
- Code and submit receipts to Finance in accordance with Urban Peak's financial policies and procedures
- Coordinate use of outside vendors for repairs and maintain vendor relationships
- Manage maintenance within approved budget
- Other duties as assigned

## **PROFESSIONAL PERFORMANCE**

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- Adhere to all Personnel Policies and Procedures for the Agency
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a "role model" both at and away from the Agency
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business

- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience
- Actively strive to create and maintain a culturally sensitive, trauma informed and appropriate environment through communication and interaction that demonstrates respect for diversity
- Support youth development and youth involvement in decision-making processes

## **PHYSICAL REQUIREMENTS**

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- Able to read computer screens and printed documents.
- Able to hear well enough to communicate with employees and others.
- Able to speak the English language in an understandable manner.
- Able to type, write and use telephones.
- Able to be on feet and mobile up to 10 hours per day, including standing, walking, kneeling, crouching, stooping and climbing
- Ability to move furniture and equipment.
- Able to work with tools and equipment required for the job.
- Able to lift 50 lbs. sometimes and 20 lbs. often.
- Able to climb stairs at multi-level apartment facilities that do not have elevators.

## **ACKNOWLEDGEMENT**

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This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. Urban Peak may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

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Employee Signature

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Date