

MAINTENANCE TECHNICIAN JOB POSTING

With over 25 years in the affordable housing industry, RMC has dedicated its mission to building brighter futures for the people we serve by empowering our residents through resident services and by providing them with affordable and stable housing. If you want to come work with a team of exceptional people who are doing exceptional work to make Colorado a better place, apply now to join our team. What our team does every day matters to over 1,500 households that we serve, and we want to share this experience with you.

As our Maintenance Technician, your daily duties will vary according to the context of the current needs of the property(s) you serve. This will include but not be limited to consulting, coordinating and planning with other departments/staff as requested, required, or as appropriate to perform building maintenance - both skilled and unskilled including but not limited to: appliance repair, painting, carpentry, electrical, plumbing, HVAC, custodial and grounds maintenance.

Generally, you can expect the following day-to-day tasks:

- To act in accordance with all applicable Fair Housing, Federal, State and Local Statutes; as well as perform work within these designated guidelines.
- Treat all residents with dignity and respect.
- Perform site maintenance operations in compliance with organizational policies and procedures.
- Enter occupied or vacant units to perform necessary work as needed.
- Daily grounds pick up to help maintain the curb appeal and appearance of the property.
- Proactive planning in day-to-day work to be performed.
- Using an electronic work order system to monitor and manage work orders received, and to perform record keeping related to work performed.
- Monitor and utilize electronic communications such as email, text messages, electronic team meetings through different software platforms and respond accordingly.
- Evaluate and report on risk factors and conditions relating to area of focus impacting the property.
- Handle all hazardous materials safely and maintain/operate all equipment in a safe manner.
- Reports to Maintenance Supervisor when inventory needs to be replenished.
- Keep inventory in the correct location for stocking purposes.
- Keep inventory room clean and free of debris that could become a safety hazard.
- Maintain all amenities as applicable, appropriately and within safety standards.
- Must be available for rotating, after-hours on-call emergencies.
- Removes snow from assigned RMC properties during and outside of normal business hours.
- Attend required safety trainings and other routine skills training.
- Represent yourself and RMC at all times in a professional manner.
- Perform other related duties and responsibilities as necessary or required.