



SULLIVAN COMMERCIAL REALTY  
Maintenance Technician

Summary

Responsible for overseeing and assisting with operation troubleshooting, diagnostics, and repairs on commercial buildings, industrial systems, grounds, irrigation systems and maintenance equipment for assigned properties/facilities in assigned portfolio. Position utilizes several trades such as carpentry, plumbing, electrical, roofing and HVAC.

Job Description

PRIMARY FUNCTIONS AND RESPONSIBILITIES

- Troubleshooting and repairs of buildings and installed systems to include: plumbing systems, roofs, drains, shop, grounds equipment, and HVAC.
- Performs assigned day-to-day repairs, emergency and preventive maintenance. Completes maintenance and repair records as required.
- Reviews assigned work orders. Estimates time and materials needed to complete repair. Orders necessary materials and supplies to complete all tasks.
- Ability to perform assigned tasks independently and without continual supervision
- Assist with installation and modification of building equipment and systems
- Replace and repair building finishes such as ceiling tiles, door hardware, wall paper, and can paint walls, piping, floors and equipment
- Troubleshoot, evaluate, and make recommendations to upgrade maintenance operations and/or implement savings opportunities
- Possess competent knowledge of the use and care of tools and equipment used in facility and ground maintenance
- Respond immediately to emergency situations and customer service requests as assigned.
- Inspect buildings, grounds, and equipment for unsafe or malfunctioning conditions, preventative maintenance, etc.
- Maintain and operate fire and life safety systems such as; Fire alarm systems, fire pumps and related fire protection system equipment as assigned
- Maintains grounds of facility or property performing such tasks as raking, sweeping, leaf blowing or snow removal.
- Comply with all applicable codes, regulations, governmental agency, and Company directives as related to building operations and practice safe work habits
- Ability to use technology such as; smart phones, tablets, computers, web-based applications, building automation systems, etc.
- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.
- Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills.

#### KEY QUALITIES

- Quality work ethic
- Self-starter
- Technical Proficiency
- Initiative
- Flexibility
- Multi-Tasking
- Sense of Urgency

#### EDUCATION

- High School Diploma or GED equivalent

#### EXPERIENCE

- 2+ years of related experience in a commercial property setting
- Technical training and certifications a plus

#### ADDITIONAL QUALIFICATIONS

- Possess and maintain a valid driver's license and good driving record with periodic checks
- Possess and maintain a dependable vehicle as travel will be required to various building sites

#### WORK ENVIRONMENT

This job will be a roving position with multiple commercial properties included in portfolio that will require regular inspection and maintenance.

May be only maintenance staff member on duty during certain shifts; may be required to work extended periods of time without relief when responding to priority/emergency situations (including overtime type assignments); may require shift work and/or stand-by on-call duties

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must have ability to stoop, stand, climb, frequently lift a minimum of 50 lbs. of equipment (pumps, tools, ladders) and safely install rigging/lifting devices
- Regularly required to crouch and reach to install/move equipment by bending forward at the waist or by bending legs and spine
- Involves movement between departments, floors, and properties to facilitate work
- Ability to speak clearly so others can understand you
- Ability to read and understand information presented orally and in writing
- Regularly required to utilize vision abilities, allowing reading of printed material, drawings, and schematics

#### OTHER DUTIES

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Please submit resumes to [frontdesk@sullivansa.com](mailto:frontdesk@sullivansa.com)