

<b>POSITION DESCRIPTION</b>				
Department	Property Management	Reports To	Property Manager	
FLSA Status	Non-Exempt	Grade		
EEO Category	6 – Craft Workers			
<b>POSITION SUMMARY</b>				
<p>Monitors building systems operation and performance. Utilizes skills to perform preventive maintenance and corrective repair of building systems such as but not limited to, electrical, HVAC, plumbing, card access, security cameras and systems, fire systems, irrigation oversight, lighting and web-based automation system and landscaping visuals. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling. Respond to tenant's needs through the work order system. Respond to after-hours emergencies calls or on-call duties.</p>				
<b>WORKING CONDITIONS</b>				
<p>Commercial and/or industrial environment with ability to exert a moderate degree of physical effort including climbing, balancing, standing, stooping, kneeling, crouching, crawling, walking and the assisted lifting of objects and materials up to 50 pounds. Manual dexterity, ability to reach, bend, and use 2-step stool and/or ladder while safely lifting and lowering boxes. Ability to work in confined spaces and high areas with electrical hazards. Ability to work in areas of excessive height including, but not limited to support structure beams, manlifts, etc. and to access those locations with the necessary tools and safety equipment. Ability to perceive and discriminate sounds and depths. Exposure to adverse environmental conditions, such as dirt, dust, odors, humidity, temperature and noise extremes, wetness, machinery and vibrations. Specific vision abilities include close vision and distance vision with varied lighting. Ability to work on a computer, use a telephone, printer and calculator. Ability to travel to and from meetings, training sessions or other business-related events. May be required to work after hours to include weekends and holidays.</p>				
<b>ESSENTIAL FUNCTIONS</b>				
<p>Timely performs repairs and upkeep of building and grounds to include, but not limited to: HVAC, plumbing, electrical, lighting, roof, security cameras and systems, fire system, gates, painting, carpentry, hazardous weather safety initiatives and repairs, assess landscaping and irrigation issues.</p>				
<p>Performs walk-through inspections of building spaces and grounds regularly to include, but not limited to: HVAC equipment operations to ensure heating and cooling, lighting inspections, plumbing and drainage, and inspect vacant spaces regularly reporting conditions and deficiencies to Property Manager.</p>				
<p>Oversees vendor maintenance performance, meets with contractors as necessary and monitors subcontracted work. May at times, in collaboration with Project Manager, oversee construction inside vacant suites to ensure new tenant is satisfied upon occupation of suite.</p>				
<p>Responsible for keeping property looking good, clean, and attractive to the best of ability.</p>				
<p>Responds to tenant work orders in a timely and efficient manner and keeps a log of maintenance and inspections performed, closing work orders as they are completed.</p>				
<p>Building Key Control: Repairs and installs locks, providing keys as needed, monitoring building keys, managing keys in an organized manner.</p>				
<p>Maintains inventory such as electrical, plumbing, lighting and other supplies needed for the building in an organized manner.</p>				
<p>Keeps up to date with fire safety for the property buildings.</p>				
<p>Manage and/or be involved in Capital Improvement projects as building age such as lighting retrofits, elevator modernizations, and various other building upgrades required by code, needed updates, or to create economical efficiencies.</p>				
<p>Travel from property to property or to supply houses as needed;</p>				
<p>Performs other duties, tasks and special projects as needed.</p>				
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>				
Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> <li>High school diploma or equivalent</li> <li>Trade or technical school preferred</li> </ul>	<ul style="list-style-type: none"> <li>3 – 5 years' experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>Valid Texas Driver License</li> </ul>	<ul style="list-style-type: none"> <li>Criminal background check</li> <li>Non DOT drug test</li> <li>Acceptable MVR</li> </ul>	<ul style="list-style-type: none"> <li>MS Office Programs</li> <li>HVAC systems</li> <li>Energy management systems</li> <li>Fire control and fire sprinkler systems</li> </ul>
<b>Special Notes</b>				
<p>Important to this position are maintenance, repairing, troubleshooting and problem solving, active learning, monitoring, operation and control, installation, time management, oral comprehension and expression, reading comprehension, and deductive reasoning.</p>				

**EMPLOYEE NOTICE**

This is a general description of the essential job functions for this position. The description provided is not necessarily inclusive of all essential functions, and does not include all duties, responsibilities and obligations of an employee in this position. Duties, responsibilities, obligations and functions can and will, as necessary, change as required by business necessity. Worth & Associates employee job performance is evaluated based on all aspects and functions of the position, whether or not specifically identified in this job description.

Worth & Associates is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Worth & Associates will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Worth & Associates' Compliance Officer.

**APPROVALS**

Employee Signature		Date	
Supervisor Signature		Date	