



**Job Title:** Maintenance Technician

**Reports To:** Maintenance Supervisor

Pace Properties is seeking a full-time Maintenance Technician to join our property management team, servicing our commercial real estate portfolio. Our Maintenance Technicians provide general maintenance support to property managers and duties may include (but not be limited) the following:

- Perform scheduled and nonscheduled general repairs, installation and maintenance to ensure continuous and safe operation of commercial properties.
- Conduct property inspections and submit deficiencies and/or requests for expenditures associated with repairs, upkeep, and improvement to the property manager.
- Directly or indirectly support all exterior grounds activities, including snow removal, landscaping, grounds keeping, parking lot maintenance and other exterior areas as needed.
- Perform painting, light carpentry and minor electrical and plumbing repairs.
- Directly or indirectly support the installation, maintenance and repair of HVAC, electrical, plumbing systems, and water distribution, including fire suppression.
- Competent knowledge of OSHA safety standards, the use and care of tools and equipment used in facilities and grounds maintenance and property repairs
- Interact with tenants, visitors, customers, governmental officials and contractors in a professional, timely and courteous manner.
- Respond to tenant/manager work requests using Work Order Management system
- Respond immediately to emergency situations and Tenant/Customer/Client concerns.
- On call rotation for after normal business hours emergencies.
- Perform all work to industry standards and maintain a professional manner and appearance at all times.
- Perform other duties as may be assigned by supervisor.

**Key Attributes/Skills:**

- Polished appearance with a high level of professionalism
- Ability to communicate effectively
- Enthusiastic team player
- Works with a sense of urgency
- Minimum of 18 years of age
- High School diploma or equivalent
- 3+ year's maintenance or related experience
- HVAC certification is a plus
- Proficient computer and email skills
- Self-starter with ability to complete tasks in a timely manner
- Physically mobile with reasonable accommodations including ability to push, pull, carry and lift up to 80 lbs and the ability to push, pull, reach, bend, twist, stoop, stack, crouch, climb, kneel and balance as part of performing job tasks





- Must be able to read and write in English
- Basic math skills such as adding, subtracting, fraction decimals, percentages, etc.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Valid Driver's License and good driving record

As an employee-owner of Pace Properties, you are a valued member of the team personifying Pace's dedication to expertise and excellence with an impact on our success. All employees are participants in the Pace Employee Stock Ownership Plan on the first day of employment and benefit directly from the company's success.

**Employee benefits include:**

- Employee Stock Ownership Plan
- 401(k) Plan with employer match
- FSA & HSA availability
- Health insurance (100% paid for employee)
- Dental and Vision insurance availability
- Life and long-term disability insurance
- Paid holidays, sick and vacation time.
- Maintenance specific:
- Uniforms and safety equipment provided o Boot/footwear allowance

To apply, please submit a resume to [careers@paceproperties.com](mailto:careers@paceproperties.com)

