



## Internal Job Posting

<b>Job Title:</b>	<b>Residential Utility Technician</b>
<b>Department/Location:</b>	Residential/Madison
<b>Reports to:</b>	Maintenance Supervisor
<b>Fair Labor Standards Act (FLSA) Status:</b>	Hourly/Non-Exempt
<b>Employment Status:</b>	Full Time
<b>Revision Date:</b>	10/2020

### **JOB SUMMARY:**

The Residential Utility Technician is responsible for the day-to day light maintenance and cleaning duties necessary to maintain the interior and exterior of the buildings and grounds across the portfolio.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- Complete turnover checklists for vacant turnovers ensuring that all items on the list are addressed and that vendors have completed their work to our standard,
- Perform plumbing repairs such as clearing stoppages, replacing water filters, etc.
- Replace/repair broken screens, garbage disposals, blinds, locks, drywall and other items as necessary.
- Replace furnace filters and clean dryer and HVAC vents.
- As directed, meet with vendors on-site to ensure proper access and that the work is being completed appropriately.
- Participate in on-call emergency schedule for evening, weekend and holiday coverage.
- Clean office, clubhouse, model, entryways, hallways, grounds, parking lots, garages and common areas as needed to maintain optimum condition of the property.
- General duties should include but are not limited to: vacuuming, dusting, removing cobwebs, scrubbing floors, cleaning walls, washing windows, carpet shampooing and pressure washing.
- Clean all laundry rooms and empty all trash containers as required and where applicable.
- Check fitness room daily. Wipe down all fitness equipment, mats, mirrors, and remove trash from fitness center as necessary and where applicable.
- Perform all cleaning required in vacant apartments to bring them to company standards and rent ready status as directed.
- Vacuum, dust, wipe out sinks, flush toilets, and touch up vacant apartments weekly as directed.
- Change lights bulbs in common areas and replace smoke detector batteries as necessary.
- Clean bugs from all interior and exterior lights as needed (not less than monthly during summer).
- Sweep or vacuum bicycle area, storage areas and furnace rooms as needed.
- Wash ceiling lights, apartment door lights, emergency lights and exit lights as necessary.
- In winter months, assist in maintaining safety by salting/shoveling walks and drives where necessary.



- Ensure a safe work environment by following company policies, understanding and following OSHA standards and using appropriate protective equipment at all times and reporting any unsafe conditions to the Maintenance Supervisor and/or Property Manager.

## **QUALIFICATIONS**

- Ability to prioritize and stay on task with minimal supervision.
- Ability to work every first and last day of any given month unless otherwise directed.
- Knowledge of proper use of cleaning chemicals and chemical safety.
- Ability to communicate effectively with the team and with residents.

## **EDUCATION/CERTIFICATION/LICENSURE**

- None required

## **EXPERIENCE**

- Full-time work experience in similar field preferred.

## **WORKING CONDITIONS**

- Must be able to regularly lift up to 25 lbs. and up to 50 lbs. occasionally.
- Ability to walk and traverse stairs on a regular and daily basis.
- Inside and outside work in all types of weather (heat, snow, rain, cold, etc.). Must wear slip resistant footwear appropriate for the season.

## **TO APPLY**

Qualified candidates may forward resume and cover letter to Human Resources at [HR@ULI.COM](mailto:HR@ULI.COM) and include “**Utility Technician**” in the subject line.

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