



Internal Job Posting

Job Title:	Residential Utility Technician
Department/Location:	Residential/Madison
Reports to:	Maintenance Supervisor
Fair Labor Standards Act (FLSA) Status:	Hourly/Non-Exempt
Employment Status:	Full Time
Revision Date:	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 and include “**Utility Technician**” in the subject line.

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