



Cohere Partners, Inc.

JOB DESCRIPTION: 8/22/2023

Title: Maintenance Technician	FLSA Status: Non-exempt - Full-time
Reports to: Community Operations Manager	Location: Castle Rock, Colorado

Summary

The Maintenance Technician for Regency and Vista at Montaine will actively support community values and visions, while demonstrating a style of support and organization that allows residents needs to be met with high level of satisfaction. The Maintenance Technician will provide a warm, welcoming, professional approach when interacting with residents, colleagues and vendors while utilizing their knowledge of facilities operations. Specifically, the Maintenance Technician will be responsible for the cleanliness of the community amenities and common areas to ensure the optimal care and function, and as necessary report and assist with carrying out light maintenance and repair functions with assistance of the Facilities team as needed.

Scope

- Maintain the community appearance by visiting the community common areas, including but not limited to the trails and parks on a frequent basis.
- Assist with upkeep and perform light maintenance in the amenities and throughout the community.
- Safely operate small hand tools and mechanical equipment such as blowers and pressure washers.
- Perform routine and preventative maintenance duties such as, but not limited to pressure washing, painting and trash removal.
- Participate in day-to-day community operations.
- Participate in risk management, emergency procedures, and safety program development and implementation.
- Assist with setup and takedown of community events when needed.
- Work with the Montaine team on projects and assignments as needed.
- Perform all other duties as assigned.

Attributes

Key attributes for a successful Maintenance Technician include but are not limited to the following capabilities, qualifications, and performance skills.

- Excellent customer service skills
- Collaborative; predisposed to partnership and team work
- Good verbal, written and personal communication skills
- Ability to keep the organization’s vision and values at the forefront
- Possess an enthusiastic and positive demeanor
- Flexible and adaptable to changing circumstances and priorities



Knowledge | Experience

- High School diploma or GED required; College coursework and/or skill-based technical training highly desired.
- Ability to work in a team environment and on multiple projects simultaneously.
- Entry-level experience in painting, janitorial work and knowledge of basic tools, etc.

Work Environment

- The Maintenance Technician should expect to work a flexible schedule based on the needs of the community, including evenings, weekends and some holidays.
- Must be able to provide one's own transportation; must have a current drivers' license and acceptable driving record.
- Must be able to move/lift at least 30 pounds,
- Ability to stay on feet for long periods of time and work outdoors for extended periods of time, sometimes in inclement weather; physically able to complete the execution of duties.

Operating Principles

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do for the community.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer-service.
- Strive to sustain a level of community maintenance that is simply the finest available anywhere.
- Reflect a work style based on inclusiveness, mutual respect, consensus-building, and responsiveness to changing needs and opportunities.
- Embrace the vision, goals, and aspirations of Cohere

Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.