



Cohere Life, Inc.

JOB DESCRIPTION: 04/07/2025

Title:	Facilities & Landscape Technician	FLSA Status:	Non-Exempt
Reports to:	Manager, Community Assets	Location:	Verrado Community Association – Buckeye, AZ

Summary

The Facilities & Landscape Technician for the Verrado Community Association, Inc. (“VCA”) will actively support community values, vision, and philosophies, while demonstrating a style of support and organization that allows residents needs to be met with an elevated level of satisfaction. The Facilities & Landscape Technician will provide a warm, welcoming, professional approach when interacting with residents, colleagues and vendors while utilizing their knowledge of facilities operations. Specifically, the Facilities & Landscape Technician will monitor the operational needs of community amenities and common areas to ensure optimal care and function and, as necessary, carry out maintenance and repair functions with assistance from vendors as needed.

Scope

- Responsible for daily oversight and maintenance of community amenities including The Center on Main™, Heritage Swim Park and community park amenities, including but not limited to play structures and surfaces, fountains, sports courts, and other park features.
- Perform routine and preventative maintenance duties of community common areas such as power washing, lighting repairs, painting, trash removal and general equipment repairs.
- Perform pool and water features maintenance in accordance with safety regulations for Maricopa County. Ensure proper clarity, functionality, and cleanliness; notify pool vendor of any items requiring immediate attention (if necessary).
- Respond to and complete work orders in accordance with established policies, procedures, safety standards & code requirements.
- Assist with set-up and clean-up for community-wide events.
- Coordinate and monitor facility service, maintenance, and renovation projects of Verrado Community Association owned assets.
- Anticipate, analyze, and resolve field operational problems in a timely manner.
- Assist in record keeping of turnover from Development to Association.
- Assure the overall vision of the community amenities is conducted through proper maintenance practices, education of homeowners and the general public.

- Schedule, repair, and maintain clubhouse and pool facilities.
- Interaction, education, and the ability to effectively communicate with community stakeholders is essential.
- Assist with budget preparation; manage maintenance budgets and schedules as required.
- Assist with maintaining an amenity asset inventory.
- Prepare weekly reports on all amenity repairs and maintenance concerns.
- Assist Manager, Community Assets in managing utility invoices and ensuring timely payment and accurate coding.
- Periodically inspect work as directed for projects and maintenance performed by contractors, vendors & other service providers to verify work, materials & services meet quality standards, scope & specifications as required.
- Comply with Cohere's safety & risk management policies by attending & participating in the company's routine safety meetings (if applicable), completing required training on OSHA & other safety-related laws & requirements, & by reporting accidents & incidents promptly & accurately.
- Other tasks as assigned by the Manager, Community Assets and Director, Landscape & Facilities. Including parcel turnover walks.
- Assist the Landscape Coordinator by responding to inquiries from community stakeholders regarding landscape maintenance protocol and concerns.
- Assist with the coordination of consultants, including site evaluations, internal concept development, and review of plans and specifications.
- Assist in record keeping of turnover from the Developer to the Association; participate in walk-throughs with Developer to ensure work has been completed and is ready for acceptance by the Verrado Community Association.
- Attend quarterly Board of Directors meetings which occur in the evenings during the work week.
- Responsible for being on-call for after-hours emergencies on nights and weekends in partnership with the Manager, Community Assets; resolve after-hours emergencies in a timely manner; ensure resolution is communicated to stakeholders.
- Carry out other duties as assigned.

Attributes

Key attributes for a successful Facilities Technician include, but not limited to the following capabilities, qualifications, and performance skills:

- Must be able to use basic maintenance tools.
- Excellent verbal, written and personal communication skills.
- Ability to work in a team environment and manage multiple projects simultaneously.
- Must be able to lift at least thirty (30) pounds
- Ability to stay on feet for extended periods of time and work outdoors for extended periods of time in all types of weather conditions.
- Proficient in Microsoft Excel, Word and databases and reporting.
- Must maintain AED, CPO, and CPR certification.
- Ability to consistently review priorities and adapt to changing conditions and priority levels.
- Demonstrated organizational and time management skills with the ability to multi-task, implement and monitor progress for multiple projects.
- Ability to work well under pressure.
- Passion for people and ability to engage in authentic, meaningful ways
- Collaborative; predisposed to partnership and teamwork
- Personable, tactful, and diplomatic; ability to manage tense interactions with poise
- Predisposition to problem-solving
- Fun!

Operating Principles

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do.
- Encourage a dynamic collaboration between internal and external stakeholders.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer service.
- 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.

Job Type: Full-time

Pay: \$46,488 - \$65,000 per year

Benefits:

- 401(k)
- Dental Insurance
- Health Insurance
- Vision Insurance
- Paid Time Off

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.