

*"We are a real estate company dedicated to providing superior service and the highest quality projects that consistently exceed our clients' expectations through innovation, team work, creativity and experience."*

## **BLAKE REAL ESTATE, INC.**

### **JOB DESCRIPTION**

#### **MAINTENANCE TECHNICIAN**

##### **PRIMARY PURPOSE OF JOB:**

Assist in maintaining the integrity of all building systems, repairing building fixtures in an efficient manner, and performing a variety of tenant services in accordance to Blake Real Estate's established operational and safety procedures.

##### **ESSENTIAL FUNCTIONS:**

- Assist in the efficient operation, maintenance and repair of all building systems. Building systems include HVAC, water treatment program, electrical, lighting, plumbing, energy management, fire protection, structural, hardware and keying
- Receive work assignments, plan work to be performed and obtain necessary tools, equipment and materials. Complete assignments and paperwork in a timely manner.
- Demonstrate a thorough knowledge of equipment being serviced and employ service procedures and techniques indicative of first class work.
- Follow inspection and service procedures outlined in the preventative maintenance and loss control programs.
- Keep the shop, equipment rooms and common areas clean, organized and safe. Provide proper care to the assigned equipment, tools, and uniforms.
- Inspect all areas of the building(s) and reports deficiencies as well as suggestions for improvement.
- Available for various shifts and to occasionally work extended hours, nights, weekends and holidays to ensure adequate building coverage and perform necessary repairs. Respond to after-hours emergencies such as fire, flooding, severe weather (e.g. snow and ice removal) power outages and other situations including clean-up activities, if other contracted personnel are not available.
- Project a positive appearance and attitude at all times. Demonstrate exemplary tenant relations, team spirit and respect of others.
- Pursue employee development objectives recommended by Chief Engineer, Lead Engineer and/or Property Manager.
- Provide technical support to the Lead and Chief Engineer.

##### **NON-ESSENTIAL FUNCTIONS:**

- Assist in the monitoring of contractors, inspection of work and generating deficiency lists.
- Perform cleaning, painting duties that may be
- Perform other duties as assigned

##### **REQUIREMENTS AND QUALIFICATIONS:**

- High school diploma or equivalent educational certification preferred.
- Must proficiently read, write and speak English.
- Minimum of 3 years of field experience required.
- Completion of trade school or equivalent job related training and experience.
- Continuing education in field preferred.
- Ability to work independently with minimal supervision.
- Basic computer skills

## **PHYSICAL REQUIREMENTS:**

- Regularly required to stand, walk, reach and use arms to perform tasks
- Regularly required to push and pull objects and grasp with hands
- Regularly required to talk and hear and occasionally required to taste and smell
- Frequently required to sit, stoop, crouch, kneel, crawl, balance and climb stairs & ladders, work at heights and in environments with wide temperature ranges while working inside or outside
- Regularly required to lift and/or move up to 20 pounds and occasionally required to lift and/or move 50+ pounds
- Specific vision abilities include close vision, distance vision, color vision and depth perception
- Involves movement between departments, buildings, and floors to facilitate work

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **INTERNAL AND EXTERNAL CONTACTS:**

This position interacts extensively with customers, vendors, and contractors, as well other employees within Blake Real Estate, Inc.

## **REPORTING STRUCTURE:**

This position will receive supervision and direction from the Lead Engineer and/or Chief Engineer. In the absence of a supervising Lead or Chief Engineer, a Building or Property Manager will provide supervision, direction and assistance.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **COVID-19 Vaccination Requirement:**

Because Blake is a federal contractor providing services to the United States Government and because we value the safety and well-being of our critical workforce, Blake employees are required upon commencing employment to be fully vaccinated against COVID-19, subject to legally-required medical or religious exemptions. A proof of vaccination will be required.