



Maintenance Technician/Porter, Property Management

Waypoint Real Estate, LLC – Fort Collins, CO

> **WHAT WE DO** > Waypoint Real Estate provides commercial brokerage, property management, and investment services in Northern Colorado and Southern Wyoming. Our purpose extends beyond real estate in our mission to create meaningful impact for our clients, for our team, and for our community.

Our property management solutions help Northern Colorado asset owners who want to achieve a high quality of life with peace of mind by enhancing tenant satisfaction, solving emergencies, simplifying complexity, and providing creative problem-solving, unique market intel, transparency, and visibility into their future.

> **WHY WE DO IT** > **To create meaningful impact for our team, our families, and our community.**

> **WHO WE WANT** > We are seeking a reliable and proactive Maintenance Technician/Porter to join our team.

> **WHAT YOU WILL BE DOING** > In this role, you will be responsible for performing various maintenance tasks while ensuring the cleanliness and upkeep of the building and its facilities. You will contribute to a safe, well-maintained, and pleasant environment for both staff and visitors.

> **YOUR RESPONSIBILITIES INCLUDE** >

Maintenance Duties:

- Communicates daily with the Maintenance Manager about needs, issues, and updates.
- Performs routine and planned maintenance tasks, including plumbing, electrical, HVAC, and general repairs.
- Troubleshoots and resolves maintenance issues promptly to minimize downtime.
- Routinely works on ladders, including going up and down on an extension ladder.
- Assists in the upkeep and repair of building systems, equipment, and fixtures.
- Monitors and maintains building infrastructure, including lighting, heating, and cooling systems.
- Responds promptly to emergency repair requests, ensuring minimal disruption to building occupants.
- Assists with the setup, installation, and repair of appliances and equipment.
- Assists other team members (Maintenance techs and Porters).
- Keeps up with all paperwork and work orders.
- Stays on task and works effectively and efficiently.
- Is on call for emergency after-hours issues.

Porter Duties:

- Communicates daily with the Maintenance Manager about needs, issues, and updates.
- Keeps building exteriors clean, including common areas and dumpster enclosures.
- Empties trash bins and recycling containers throughout the property.
- Maintains cleanliness of entries and general overall upkeep of the property.
- Ensures all entrances, parking lots, and walkways are free of debris and hazards.
- Assists with snow removal, landscaping, or exterior cleaning during inclement weather.
- Assists other team members.
- Identifies maintenance opportunities and relays that information to the Property Manager.
- Relays information to Property Managers about issues with other vendors' compliance (e.g., Landscaping).
- Assists Maintenance if needed.

Safety & Compliance:

- Ensures compliance with all safety and health regulations, maintaining a clean and hazard-free environment.
- Performs inspections of facilities and equipment to identify potential maintenance issues and proactively addresses them.
- Maintains inventory of maintenance supplies and requests additional items when needed.
- Follows all company policies and procedures related to safety, cleanliness, and building maintenance.

> **REQUIREMENTS** >

- High School Diploma or equivalent is required.
- Proven experience in maintenance, custodial work, or a similar role.
- Knowledge of building systems, including plumbing, electrical, HVAC, and general maintenance procedures.
- Strong organizational skills and the ability to prioritize tasks.
- Ability to perform physical tasks, including lifting, standing, bending, and working in various weather conditions.
- Excellent communication skills and the ability to interact professionally with building occupants and team members.
- A proactive and reliable work ethic with the ability to work independently and as part of a team.
- Ability to handle emergency situations effectively and efficiently.
- A valid driver's license is required.
- A clean Motor Vehicle Record is required.

> **PREFERRED QUALIFICATION AND EXPERIENCE**>

- Previous experience in facilities maintenance or as a porter is a plus.
- Basic knowledge of operating maintenance tools and equipment.
- Familiarity with safety protocols and procedures.
- Effective written and oral communication skills.
- Ability to prioritize tasks and follow procedures.
- Work style: flexible, team player, positive attitude, strong interpersonal and problem-solving skills.
- Commitment to operational excellence and detail.
- Contribution to Waypoint's commitment to community, volunteering time to a community non-profit.

> **WORK ENVIRONMENT**>

- Physical requirements include standing, walking, bending, and lifting up to 50 lbs.
- This role may require working in various weather conditions or after-hours for emergency maintenance.

Expected Salary Range: \$18.00-\$28.00/hour commensurate with experience. This is a full-time position, with a competitive benefits package and growth opportunity.

To apply, please complete our Employment Application at [Open Positions - Waypoint Real Estate LLC](#) and upload your cover letter and resume. For questions about the position, please email iwantajob@waypointre.com

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