



Maintenance Technician

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Maintenance Technician with experience in commercial and residential facilities maintenance. Under the direct supervision of the Director of Property Management, the Maintenance Technician's main goal is to maintain the buildings and common areas in first class condition. Waypoint Real Estate is a growing company offering commercial brokerage services, property management, and development services. Come be a part of this talented team.

Job Description:

Responsibilities include:

- Perform minor building, HVAC, electrical, plumbing, and painting repairs as necessary.
- Respond quickly and professionally in the event of an emergency, working in conjunction with the Assistant Property Manager, Director of Property Management, and Accounting Manager.
- Perform building inspections as necessary and look for preventative measures to be taken to avoid large repairs in the future.
- Maintain a small amount of inventory and supplies to complete the work.
- Ability to communicate with customers and vendors as the need arises.
- Create and complete assigned work orders and maintain a quality system of tracking outstanding work and completed work through a work order system on a phone or tablet.
- Assistant Property Manager is required to be on-call every other week

Required Experience:

- 3+ years of maintenance experience
- High school diploma/GED required

Preferred Experience:

- Physically capable of lifting 50 pounds unassisted and working off various height ladders
- Experienced in operating of a variety of hand tools
- Effective written and oral communication skills
- Able to work with minimal supervision
- Ability to prioritize tasks and follow procedures
- Clean driving record
- Experience using a work order system to track and update maintenance requests
- Strong inter-personal skills
- Strong problem-solving skills
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, including holding a leadership position on a community based non-profit or volunteer organization.

Salary commensurate with experience. This position will be full-time, with a competitive benefits package.

To apply: send cover letter and resume to Bethany Geisert at bgeisert@waypointre.com

About Waypoint Real Estate:

Waypoint Real Estate is a local provider of commercial brokerage, property management, and investment services. Core to their purpose, Waypoint's work extends beyond real estate by donating 1% of gross revenue to community-based causes and each team member maintaining a leadership position on a local volunteer board or non-profit.