



<b>Job Title:</b>	<b>Facility Services Technician</b>
<b>Department/Location:</b>	Commercial Operations Parking and Facilities Services Team
<b>Reports to:</b>	FST Lead, Parking and Facilities Services Manager
<b>Position Supervises:</b>	N/A
<b>Fair Labor Standards Act (FLSA) Status:</b>	Non-Exempt, Hourly
<b>Employment Status:</b>	Full Time
<b>Revision Date:</b>	2025

### **JOB SUMMARY**

The basic function of the Facility Service Technician is to ensure that Urban Land Interests properties and physical assets are well maintained at all times. The Facility Service Technician provides service related to all aspects of property management in the areas of janitorial services and building maintenance. The position requires the ability to work on varied assignments and achieve excellent outcomes for our tenants, residents and customers. The incumbent regularly responds to service calls, utilizing their interpersonal skills and training to provide the highest quality customer service.

The day porter shall directly serve the customer with cleaning and maintenance tasks in common areas and tenant spaces. The position is responsible to work within company guidelines, policies and procedures completing tasks in a timely manner.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- Complete facility rounds and common area cleaning as required
- Responsible for alerting the FST Lead and Commercial Operations Leadership of any unusual occurrence and/or damage that have taken place or that may occur
- Monitor and maintain the cleanliness of public restrooms
- Keep entrances and lobbies clean and presentable, clean glass as required
- Event set up in conference rooms and tenant areas
- Check and activate compactors in trash rooms
- Clean lobbies and run scrubber at multiple facilities
- Clean tenant spaces as determined by lease agreement
- Completes tasks related to the Preventative Maintenance Program as assigned
- Complete make-ready process of vacant office suites as directed
- Complete grounds work as directed which may include picking up trash, snow removal and maintaining landscaping beds and other areas
- May be responsible for 24-hour emergency maintenance service as scheduled
- Complete payroll time sheets and mileage reimbursement and submit to supervisor. Prepare and maintain accurate records
- Assure safety standards are used which comply with all company, local, City, State and Federal guidelines
- Follow established company policies and those outlined in the Employee Handbook



- Work in high places and climb ladders, work in confined spaces, and work in inclement weather conditions
- Performs other related duties as assigned

### **NONESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- Attends department and companywide meetings
- Assists other departments as requested

### **JOB KNOWLEDGE, SKILLS & ABILITIES**

- To follow ULI guidelines, policies, and procedures
- The ability to communicate and be conversant in the English language
- Organize personal work and workspace
- Adapt to changing work priorities; meet deadlines and schedules
- Work effectively with frequent interruptions
- Work under pressure while maintaining composure during emergent situations
- Establish and maintain effective and harmonious working relationships with customers, tenants, fellow employees, and managers
- Operate electronic mobile devices
- Operate standard office equipment
- Computer skills for e-mail and payroll
- Works competently with janitorial and tools required for light building maintenance
- Understands techniques of janitorial and maintenance service
- After the orientation period, a working understanding of the ULI facility portfolio buildings and systems

### **EDUCATION/CERTIFICATION/LICENSURE**

- High school diploma or GED is preferred

### **EXPERIENCE**

- Two years of experience in cleaning and building maintenance is preferred
- For internal ULI candidates', education and experience requirements are reviewed on a case-by-case basis



## PHYSICAL REQUIREMENTS

	NOT REQUIRED	OCCASIONALLY (33%)	FREQUENTLY (66%)	CONTINUOUSLY (100%)
Standing			x	
Walking			x	
Sitting		x		
Lifting			x	
Carrying			x	
Pushing		x		
Pulling		x		
Climbing		x		
Balancing		x		
Stooping		x		
Kneeling		x		
Crawling		x		
Reaching		x		
Handling		x		
Speaking			x	
Hearing				x
Seeing				x
Color Vision			x	
Depth Perception		x		