



JOB DESCRIPTION

Job Title:	Residential Maintenance Technician
Department/Location:	Residential/Madison
Reports to:	Residential Maintenance Supervisor
Position Supervises:	n/a
Fair Labor Standards Act (FLSA) Status:	Non-Exempt, Hourly
Employment Status:	Full Time
Revision Date:	11/2023

JOB SUMMARY

The Residential Maintenance Technician is responsible for maintaining the upkeep and physical condition of the market-rate properties assigned within Urban Land Interests' residential portfolio in downtown Madison.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Perform interior and exterior general maintenance.
- Complete turnover checklists for vacant turnovers ensuring that all items on list are addressed.
- Participate in on-call emergency schedule for evening, weekend and holiday coverage.
- Be responsible for inventory control and proper use of maintenance materials and equipment.
- Prioritize work orders and ensure timely completion following our 3-day turnaround policy.
- Assist and/or ensure completion of monthly building safety system tests including but not limited to fire alarm testing, access control systems, emergency exit lights and elevator safety tests.
- Maintain accurate and updated records for all testing requirements.
- Perform necessary and preventative maintenance in vacant apartments and throughout property.
- Keep and maintain accurate records relating to preventative maintenance, service request status, apartment and general building maintenance, inspections, inventory and purchasing requirements.
- Ensure a safe work environment by following company policies, understanding and following OSHA standards, and using appropriate personal protective and safety gear at all times. Report any safety concerns to the proper Property Rep/Property Manager.

Miscellaneous

- Instill and demonstrate the Mission, Vision, and Values of Urban Land Interests to all employees, residents, and vendors.
- Follow and ensure compliance of all Fair Housing laws.
- Maintain accurate records within payroll system.
- Demonstrate thorough knowledge and ensure compliance with company policies and procedures.
- Attend all scheduled meetings, including All-Hands meetings.
- Encouraged to seek educational opportunities and self-improvement for personal growth and development to be discussed with Portfolio Supervisor.
- Maintain a positive working relationship within the community, with employees, owners, vendors and outside agencies to help positively promote Urban Land Interests.
- Perform other duties which may be required to ensure economic success of Urban Land Interests as necessary.



JOB KNOWLEDGE, SKILLS & ABILITIES

- Ability to work every first and last day of any given month unless otherwise directed.
- Ability to prioritize but be willing to adapt to changes as priorities change, work well under pressure with tight time constraints, and stay on task with minimal supervision.
- Ability to communicate effectively with the team and with residents.

EDUCATION/CERTIFICATION/LICENSURE

- Formal training in any skilled trade is a beneficial but not required.

EXPERIENCE

- 1-3 years in residential maintenance position or similar field required.

WORKING CONDITIONS

- Must be able to regularly lift up to 25 lbs. and up to 75 lbs. occasionally.
- Ability to walk and traverse stairs on a regular and daily basis.
- Inside and outside work in all types of weather (heat, snow, rain, cold, etc.). Must wear slip resistant footwear appropriate for the season.

HIGHLIGHTS

- Great Benefits package
- Flexibility
- Beautiful Downtown Madison apartment homes
- Opportunities for growth
- Strong company culture
- Team atmosphere
- Potential for yearly bonus and pay increases