



JOB DESCRIPTION

Job Title:	Residential Utility Technician
Department/Location:	Residential/Madison
Reports to:	Residential Maintenance Manager
Position Supervises:	n/a
Fair Labor Standards Act (FLSA) Status:	Non-Exempt, Hourly
Employment Status:	Full Time
Revision Date:	11/11/2024

JOB SUMMARY

The Residential Utility Technician is responsible for the day-to-day light maintenance, groundskeeping and cleaning duties necessary to maintain the interior and exterior of our 11 Residential buildings and grounds in downtown Madison. This is an entry-level role with extensive training provided and opportunities to advance into a Residential Maintenance Technician role with good performance.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Complete turnover checklists for vacant turnovers ensuring that all items on the list are addressed and that vendors have completed their work to our standard,
- Perform plumbing repairs such as clearing stoppages, replacing water filters, etc.
- Replace/repair broken screens, garbage disposals, blinds, locks, drywall and other items as necessary.
- Replace furnace filters and clean dryer and HVAC vents.
- Perform preventative work orders as needed.
- Assist maintenance team with tasks such as moving appliances, replacing heat pumps, replacing doors and other tasks that require more than one person.
- As directed, meet with vendors on-site to ensure proper access and that the work is being completed appropriately.
- Clean office, clubhouse, model, entryways, hallways, grounds, parking lots, garages and common areas as needed to maintain optimum condition of the property.
- General duties should include but are not limited to: vacuuming, dusting, removing cobwebs, scrubbing floors, cleaning walls, washing windows, carpet shampooing and pressure washing.
- Clean all laundry rooms and empty all trash containers as required and where applicable.
- Check fitness room daily. Wipe down all fitness equipment, mats, mirrors, and remove trash from fitness center as necessary and where applicable.
- Perform all cleaning required in vacant apartments to bring them to company standards and rent ready status as directed.
- Vacuum, dust, wipe out sinks, flush toilets, and touch up vacant apartments weekly as directed.
- Maintain and clean community grills as directed.
- Change lights bulbs in common areas and replace smoke detector batteries as necessary.
- Clean bugs from all interior and exterior lights as needed (not less than monthly during summer).
- Sweep or vacuum bicycle area, storage areas and furnace rooms as needed.



- Wash ceiling lights, apartment door lights, emergency lights and exit lights as necessary.
- Perform occasional sidewalk snow removal and salting during winter months when needed.
- Perform mowing, weeding, trimming and other grounds keeping tasks as needed.
- Ensure a safe work environment by following company policies, understanding and following OSHA standards, using appropriate protective equipment at all times and reporting any unsafe conditions to the Residential Maintenance Manager and/or 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.
- 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 prioritize and stay on task with minimal supervision.
- Knowledge of proper use of cleaning chemicals and chemical safety.
- Ability to communicate effectively with the team and with residents.

EDUCATION/CERTIFICATION/LICENSURE

- None required

EXPERIENCE

- Full-time work experience in similar field preferred.

WORKING CONDITIONS

- Must be able to work Monday through Friday 8am-4:30pm.
- Must have valid driver's license and access to a reliable vehicle to travel between buildings in downtown Madison.
- 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.