



RED DEVELOPMENT, LLC
Job Description

Job Title: Facilities Technician
Reports To: Operations Manager
Status: Non-Exempt/Part-Time /Full-Time

A. RESPONSIBILITIES AND DUTIES

Summary

This is an ideal position for someone who enjoys the outdoors and incomparable Flagstaff views. The Facilities Technician is responsible for enhancing the value and exterior appearance of the center by supporting and effectively managing the day-to-day operations of the buildings and property. Ensures the safety, security, cleanliness, integrity and appearance of the property.

Schedule

- Work week to consist of Monday through Friday.
- Must be available for after hours, weekends, and holidays for emergencies and events.

Essential Duties and Responsibilities

Janitorial duties – 85%, and light handyman maintenance duties – 15%.

A. Daily.

- Water plants and surrounding flowers.
- Immediately clean any and all spills on sidewalks, doorways, and streets.
- Sweep all sidewalks and doorways.
- Power wash sidewalks on the first and third Monday of every month. More often if needed.
- Empty all trash cans including REI and the perimeter of the apartment building. Replace liners as needed. Do not reuse soiled or torn can liners.
- Pick up all trash and debris around the entire property daily.
- Check compactor room daily. Hose down compactor and power wash room as needed. Make sure exhaust fan is always on and running. Inform management if malfunction occurs.

- Cycle compactor when necessary.
- Remove and throw away any pallets and dispose of in the dumpster. If necessary, tear down the pallets so that they do not take up the entire dumpster space.
- Dust mop and damp mop pedestrian corridor leading to parking garage.
- Sweep and damp mop all the service corridors.
- Wipe down common area trash cans, can lids, and benches daily.
- Empty ash trays with scooper and replace sand as needed.
- Wipe down and remove all stickers and papers from mailbox.
- Pick up trash in dumpster enclosures as needed.
- Power wash trash enclosures as needed, but at least monthly.
- Pick up trash and clean any spills (including oil) in the parking garage.
- Water plants on Mondays, Wednesdays, and Fridays. More frequently as needed.
- Remove all graffiti. Report any graffiti that cannot be removed to Operations Manager.
- Observe and report any issues that require attention to Operations Manager, including, but not limited to, landscape irrigation leaks, dead plants, broken windows, safety hazards, etc.

B. Windows: Bi-weekly (First and third Wednesday of every month).

- Clean windows and dust window sills for vacant suites.
- Clean cobwebs as needed for vacant suite storefronts and sweep inside.

C. Sidewalks: Bi-weekly (Second and fourth Thursday of every month. More frequently if necessary and as season dictates).

- Power blow all sidewalks and doorways.
- For all storefronts, all power equipment must be shut down and not used after 9:00 a.m.

D. Power washing: Bi-weekly (First and third Fridays of every month).

- Power wash all sidewalks and doorways first thing in the morning.
- Power wash the rear of the tenant spaces after completing storefronts.

E. Winter.

- Using snow shovel, remove snow from sidewalks, doorways, handicap areas, and any other areas of concern and or upon request by tenants or Operations Manager.
- Apply salt as needed on sidewalks and walkways.
- On occasion, remove snow from roof using a plastic shovel only. Do not use metal shovel on roof.
- Cleaning of the fireplace to remove cinder and overall cleaning of the area.

Handyman tasks to be performed

- Implements preventative maintenance programs assigned to the department by the Operations Manager.
- Schedules and coordinates work orders. Performs in-house repairs to include minor plumbing, electrical, carpentry, heat in vacant suites, and painting & general maintenance on all property buildings and assets.
- Immediately communicates to Operations Manager if outside contractor service is required and implements the Operations Manager's direction. Performs quality control inspection on work performed and takes corrective action as required. Expedites all "urgent" and "tenant related" work orders to completion including follow-up to assure tenant's satisfaction.
- Maintains the integrity of the work order/Preventative Maintenance system. This includes timely input and updating the system on assignments, status, action taken and timesheet information. Communicates status of work orders with tenants and, if applicable, prints out completed work orders with pictures, for file and/or distribution to the Operations Manager.
- Ensures that inventory systems, records/files, MSDS sheets, supplies, tools and equipment are maintained. Responsible for continued education to ensure high level of workmanship and job performance in accordance with all applicable standards, policies and regulatory guidelines, i.e. OSHA standards, to promote a safe working environment.
- Ensures that the appearance and cleanliness of the center meet management and tenant requirements. Immediately reports tenant issues, site cleanliness and/or vendor quality control issues to the General Manager.
- Ensures vendor work is completed in a professional manner according to scope of work, contract guidelines and completes proper follow up inspections.
- Assists in the preparation and dismantling of set-ups for all events, promotions and holiday decorations.
- As assigned by and at the direction of the General Manager, assists in creating the scope of work, obtaining competitive bids and scheduling CAM capital projects and other property/tenant projects.
- Responsible for supporting and assisting with tenant improvement and construction projects on site (in accordance with AIA standards) in the delivery of services to all existing and prospective tenants as required and as directed by General Manager.

Additional Responsibilities

- Assists Operations Manager by providing objectives, evaluating performance and giving feedback to contracted vendors in accordance with the organization's policies.

B. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

C. Education and/or Experience

Required: High school diploma or GED equivalent, and or relevant on- the- job work experience.

Understanding and hands-on experience as a Facilities Technician or comparable role. Understand good safety practices and the requirements of OSHA and other safety-related codes.

D. Language and Communication Skills

- Must be able to communicate in English and have effective written and oral communication skills.
- Ability to use, correspond, take and send pictures, text messages, and communicate with a smart phone device.

E. Other Skills and Abilities

- Proven ability to work independently, be solution-oriented, perform well under the pressure of tight deadlines, adapt well to change, multi-task, and work accurately with detail.
- Ability to solve problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.