

## Maintenance Technician – Residential/Multifamily

Link to Apply: <https://careers-hines.icims.com/jobs/11231/maintenance-technician-%e2%80%93-residential-multifamily/job?mode=view>

### Responsibilities

As a Maintenance Technician for Residential/Multifamily with Hines, you will be responsible for overseeing technical and mechanical work of the property to meet the standards of Hines. Responsibilities include, but are not limited to:

- Complete assigned work orders generated from requests for service in a timely manner
- Oversee the property grounds and other amenities by performing general cleaning such as trash and debris disposal, pressure wash breezeways and pool areas, and painting curbs and signage as needed
- Be proactive in diagnosing the issues with the property and provide solutions that are in accordance with established Hines policies, standards, and code requirements.
- Identifies areas for improvement and provides suggestions to improve overall efficiency and productivity
- Prepare vacant apartment homes for leasing and new move-ins via inspection, identify what requests are needed, scheduling with contractors and vendors as needed, and complete all maintenance tasks
- Appropriately handle all documentation and other paperwork in a complete fashion without disrupting other service requests
- Practice proper safety techniques with all mechanical or electrical equipment malfunctions, reporting any injuries, accidents, or other safety issues to the appropriate contact
- Support cost-cutting and expense control programs by verifying parts are up to standards for repair rather than a complete replacement when possible
- Follows guidelines for the proper and safe usage of hand, power tools, testing equipment, and safety devices and other items, as well as make sure items are returned
- Notify the supervisor about any items needed and evaluate what needs to be re-ordered without being wasteful
- Generally competent in understanding and following all current emergency procedures
- Adjust and operate the fire alarm and life safety systems
- Functional knowledge of the Hines policies and standards
- Operate, adjust, perform maintenance and repairs on all mechanical, appliance, electrical, plumbing and HVAC related equipment
- Successful completion of all required training programs within required timeframes
- Possess computer skills to administer the work order programs and building operations
- Compute basic mathematical equations
- When applicable, \*obtain required city and/or government licenses or permits, i.e.:
- The ABSA Certification - Level 4 or 5
- Pool & Spa Operator Certification
- \* If, upon hire or promotion to this position, an individual does not have the required permits or licenses, Hines will assist with obtaining those permits or licenses

### Qualifications

Minimum Requirements include:

- High school diploma or equivalent from an accredited institution
- Two or more years of property maintenance or related industry experience
- General knowledge of plumbing, electrical, general carpentry, HVAC, and appliances

- Appropriate Certifications
- Driver's license to operate machinery in property
- Excellent interpersonal and communication skills
- Attention to detail, organization, and strong multitasking abilities
- Work indoors approximately 80% of the time and outdoors approximately 20% of the time
- Use olfactory, auditory, and visual senses
- Work standing all day
- Lift 25 lbs. or more
- Climb up and down stairs and ladders
- Access remote work areas and confined spaces (i.e., crawl spaces, roofs)
- Use full range of manual dexterity (i.e., sitting, squatting, bending, kneeling, walking, and lifting)
- Meet the shift working requirements of the assigned property; shifts may include early mornings, late evenings, weekends, and some holidays.
- Work overtime as business needs deem appropriate

Hines is a global real estate investment, development and property manager. The firm was founded by Gerald D. Hines in 1957 and now operates in 28 countries. We manage a \$92.3B<sup>1</sup> portfolio of high-performing assets across residential, logistics, retail, office and mixed-use strategies. Our local teams serve 634 properties totaling over 225 million square feet globally. We are committed to a net zero carbon target by 2040 without buying offsets. To learn more about Hines, visit [www.hines.com](http://www.hines.com) and follow @Hines on social media. <sup>1</sup>Includes both the global Hines organization as well as RIA AUM as of June 30, 2022.

*We are an equal opportunity employer and support workforce diversity.*

*No calls or emails from third parties at this time please.*