



**Job Title:** Maintenance Technician

**Location:** CityPlat HQ in Raleigh, NC

**Job Classification:** Full-Time

**Scheduling:** Monday - Friday 9am-6pm

**On-Call Emergency Scheduling:** Hourly Compensation

**Company Description:** We are CityPlat. We're a professional services firm specializing in commercial real estate brokerage, development, and acquisition. We help real estate owners, occupiers, developers and investors achieve their business ambitions.

**Core Values:** An ambitious team, our portfolio provides a unique opportunity for you to work with the region's leading business partners. Establishing long-lasting professional connections and providing expertise in client services is key to our success. Together, we put intention into action on landmark projects and game-changing real estate initiatives. Do you have what it takes to join us?

***Commitment to Growth***

***Passion For Real Estate***

***Authentic Camaraderie***

***Tenacious Persistence***

***Humble Confidence***

**Job Summary:** The Maintenance Technician maintains operable conditions of our properties. The Maintenance Technician responds to our tenant's service requests and is instrumental in helping CityPlat deliver superior customer service to tenants.

**Essential Functions:**

- Prepares Market Ready properties.
- Has knowledge of maintenance functions.
- Maintains grounds, common areas, and amenities to keep clean, operational, and safe for our tenants.



- Reports any maintenance concerns on vacant units, models, and common areas to the property manager.
- Performs routine and request maintenance as scheduled by the property manager.
- Responds to tenant requests in a timely manner (within reason).
- Knowledgeable of state, local, and federal fair housing laws.
- Attends and participates in training programs as required by Cushman & Wakefield.
- Delivers and maintains superior customer service representing the company in a professional manner at all times.
- Achieves high productivity through reliable and punctual on-site attendance, and timely reports any tardiness and/or attendance issues to immediate supervisor.
- Maintains and safeguards all company tools and equipment.
- Performs duties as assigned, in a timely manner.
- Perform any other related duties as required or assigned.

#### **Requirements:**

- Previous job-related experience.
- Ability to work independently and unsupervised on location.
- Firm understanding and grasp of safety rules and regulations in accordance with state and federal regulations.
- Ability to read and understand documents including but not limited to policy manuals, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.
- Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions.

#### **Key Skills:**

- Trade Specific Certification
- Painting, carpet repairs, cleaning, general repairs, housekeeping duties.



- Plumbing, HVAC, Basic Electric, General Carpentry.
- Building and installing property signs.
- Assembling, mounting, and hanging capabilities (i.e. furniture, artwork, TVs).
- Providing Snow Removal (if applicable).

**Benefits:**

- Company provided vehicle.
- Additional negotiable terms.

To apply, please send a cover letter and your resume to [info@cityplat.com](mailto:info@cityplat.com)

