

## JOB POSTING



**CSU STRATA is a private, not-for-profit corporation**, legally separate from Colorado State University (CSU), located in Fort Collins, CO. Founded in 1941, CSU STRATA supports and serves the Colorado State University System (CSU System) through intellectual property management & technology transfer services, strategic real estate management, development services, special project oversight, and operational management. The CSU System consists of Colorado State University Fort Collins (CSU), CSU Pueblo, CSU Global, CSU Todos Santos Center and the CSU Spur campus at the National Western Center.

**Set against the foothills of the Rocky Mountains**, Fort Collins, the Choice City, is a vibrant and growing city overflowing with opportunity. Families, outdoor enthusiasts, and high-tech entrepreneurs feel at home in Fort Collins, the largest city in northern Colorado. With CSU midtown, innovation, and enthusiasm course throughout the city, which is also a hub for craft beer revolution. When you are here, you instantly feel connected – Fort Collins has a friendly, welcoming culture with many groups, spaces and activities designed to bring people together, no matter your interests. Top Industries are education, manufacturing, high-tech and healthcare.

### **PROPERTY MAINTENANCE ASSISTANT**

**Role/Position Summary:** This part time maintenance position handles a wide range of responsibilities for residential, apartment and commercial units.

#### **KEY JOB RESPONSIBILITIES**

**Maintenance Activities:** Install, repair, and maintain walls/drywall, hard surfaces, painting, floors, floor coverings, ceiling systems, furniture repair, carpentry, and other general related tasks. Troubleshoot and replace plumbing and mechanical components, fixtures, disposals, fans, fan pumps, motors, filter replacement, and all preventive maintenance tasks. Ensure proper functioning of doors, drawers, and hardware within prescribed tolerances. Perform minor electrical maintenance on lights, receptacles, and switches. Perform general exterior landscape maintenance and trash cleanup. Remove snow and ice from entry ways. Assist with building and grounds inspections to ensure safety and cleanliness, alerting Maintenance Lead to items in need of repair.

**Equipment, Materials and Safety:** Adhere to safety policies and procedures, including the use of back brace, safety goggles and gloves. Maintain tools, vehicles, equipment, and materials in a manner that promotes safe and efficient completion of tasks. Establish safe work areas by installing proper barricades/safety devices to protect adjacent work areas, co-workers, and residents. Comply with all established standards, and applicable health and safety rules /regulations, Perform all duties in a safe and efficient manner. Maintain a clean, well-organized work area. Assist with ordering materials, inventory, and documentation to ensure efficient task completion; contact appropriate parties to rectify shortages or discrepancies. Ensure maintenance supplies are stocked.

**Communication and Teamwork:** Provide excellent customer service, and communicate with current and prospective tenants, promoting a quality living experience for all residents. Actively participate in meetings as requested. Provide input into processes, tasks, estimates and schedules to make overall operations more efficient and economical. Communicate with Property Managers about construction tasks, field conditions, repair methods, variations to plans, etc., in the most appropriate form, such as verbal, visual, graphic, or written form. Assist office staff as needed with postings, notices, & communication to residents. Provide daily maintenance service reports and complete work orders and other paperwork related to duties and responsibilities accurately and timely. Perform other duties as assigned by Property Managers.

## **QUALIFICATIONS Knowledge/ Skills/Abilities**

**Education:** High School diploma or equivalent.

### **Experience**

- Three years' general maintenance experience required. Familiarity with maintenance of large scale multi-family apartment complex is preferred.
- Proven strong organizational and time-management skills for effective handling of multiple priorities and diverse residents.
- Demonstrated excellence in oral and written communication. Experience with computers, especially MS Office and internet use. Ability to use general office equipment, such as telephone, fax, printer, and copier.
- Current driver's license and auto insurance required.

**Work Environment** description is what an employee may expect while performing the job responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to work in a maintenance facility within an apartment complex, and work with a sense of urgency and flexible schedule as required to complete tasks, Use of personal vehicle for travel, company pays standard mileage rate for work related activities, outside of 15-mile radius.

**Physical Demands** described here are representative of what must be met by an employee to successfully perform the essential functions of this job. Requirements include physical ability to maintain continuous hours of standing, sitting, walking, moving, and/or stretching. Ability to lift/carry items/ loads with weight ranges and repetitive loads vary from 10 to 100+ pounds; negotiate stairs, climb ladders, enter crawl spaces, and use scaffolding in the performance of duties; use standard maintenance and property equipment, including a street sweeper. The noise level in the work environment is usually moderate with occasional loud environments and equipment with exposure to vibrations, weather conditions, and working in confined or restricted spaces.

**Salary Range:** \$21.63 – 24.04/hour, depending on qualifications

**Job Type:** Part Time, Nonexempt

**Reports To:** Property Maintenance Lead

**Location:** 304 S Prospect Road, Fort Collins, CO 80526

**Benefit** for part time employees: sick leave at the rate of 1 hour/30 hours worked.

**To apply:** go to <https://csustrata.org/careers/>

**Job will be open for applications through 3/28/2023. Screening will begin immediately.**

CSU STRATA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

*Note: This position is an at-will position in accordance with the laws of the state of Colorado and the United States federal government. This job description is not a complete statement of all duties and responsibilities comprising this position.*