

Commercial Service Technician

Summary

The Commercial Service Technician performs various corrective and preventive maintenance duties and special projects to maintain and enhance Crawford Hoying's commercial properties. Duties include, but are not limited to, HVAC, plumbing, electrical, carpentry, and grounds maintenance. This individual may work alone or with others, with or without supervision, and is expected to complete duties in a manner that meets or exceeds standards set by Crawford Hoying.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Complete maintenance work and service requests, such as carpentry, plumbing, painting, electrical, HVAC, masonry, and other general maintenance, in accordance with company standards and local city, state, and federal building codes
- Provide on-call maintenance for evenings, weekends, and holidays as scheduled
- Update the status of all work orders
- Inspect physical buildings, including all roofs, garages, carports, driveways, streets, stucco, siding, pools, building, recreational facilities, and grounds, identifying all areas in need of immediate or future repairs and maintenance and providing an inspection report to the appropriate manager for review
- Perform other duties and special projects as assigned

Performance Objectives

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Timeliness of service request resolution
- Results-oriented attitude
- Consistent, quality work
- Positive, team-player attitude
- Excellent customer service skills

Preferred Knowledge, Skills, Education, and Experience

- 1-3 years of commercial or residential maintenance experience
- Excellent analytical, organizational, problem-solving, and multi-tasking abilities
- Ability to give clear directions and respond to inquiries
- Exceptional customer service skills
- Ability to develop a rapport with people
- Strong written and verbal communication skills
- Proficiency with Microsoft Office products
- High school diploma or equivalent
- Valid driver's license

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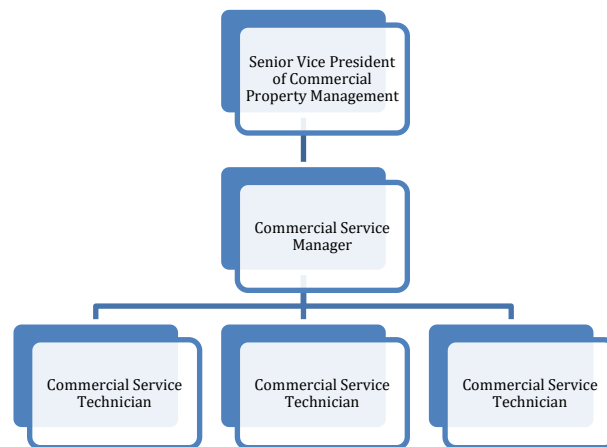
www.crawfordhoying.com

Work Environment

The Commercial Service Technician works onsite at a commercial property and interfaces with external and internal customers, residents, and vendors on a regular basis. The work schedule varies depending on the property. Hours are typically scheduled within 7:00 am and 6:00 pm and may include weekend days. Candidates must be available to work overtime and on-call, as needed, and must be flexible and readily available, depending on the needs of the property. This position participates in an on-call rotation with other team members.

Reporting Structure

The Commercial Service Technician reports to the Commercial Service Manager and may work on a team with one or more Commercial Service Technicians.



Physical Requirements

The candidate's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, stooping, kneeling, crouching, or crawling. This position may require lifting and/or moving up to 50 pounds and operating power tools. Candidate must be able to occasionally drive during the course of work.

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