Maintenance Technician

Company: Woodbury Corporation
Location: Salt Lake City, UT
Status: Full-Time or Structured Part-Time
Wage: TBD
Relevant Work Experience: Entry Level Position, Management Experienced Not Required.
Timeframe: Accepting applications through 9/30/2016.

Basic Function:
• Assist the Property Managers in maintaining the integrity of the physical asset and maximizing the returns from the asset in accordance with the company’s mission, vision, and objectives and providing excellent customer service within the scope of the lease contract while maintaining the tenant/landlord relationship.

Activities:
• Assist with common area management and maintenance as directed
  o Includes frequent site inspections and contractor meetings.
  o Daily time logs and activity sheets.
• Vendor service contractors
  o Assist with sponsoring vendors onto Hill Air Force base, meetings, document preparing, bids, and oversee work.
• Work with assigned leasing representatives
  o Includes meetings onsite and regular evaluation of vacant spaces.
• Assist with building inspections
• Set up Property Manuals to include utilities locations and numbers, photo documentation of critical areas, and contact information of preferred contractors.
• Perform as needed maintenance work

Requirements:
• Must be able to pass the Air Force security background check
• Military experience preferred but not required
• Organizational and prioritization skills
• Microsoft Applications: Word, Excel, Outlook
• Proactive and approachable
• Be able to work in a high stress environment with the possibility of being on call 24/7 including nights and holidays.

Apply:

Email Resume to Dallas Reid at d_reid@woodburycorp.com