



**MELVIN MARK**  
EST. 1945

# JOB POSTING

**JOB TITLE: Maintenance Technician**

**DEPARTMENT: Operations**

**REPORTS TO: Chief Engineer**

EXEMPT     NON-EXEMPT

**SALARY: D.O.E**

**POSTED: June 2022**

## ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of more than 3.7 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Investors, and Melvin Mark Brokerage Company.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental/vision, professional development, parking, an annual TriMet pass and much, much more! Our employees seem to enjoy being part of the Melvin Mark team. Are you interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at [www.melvinmark.com](http://www.melvinmark.com).

## JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job or job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

This position is responsible for the daily operation and maintenance of a variety of commercial properties; Class A & B office buildings, parking garages, light industrial, etc. It is this individual's primary focus to provide stellar customer service to our tenants as well as general maintenance to our properties. Maintaining good working relationships with our contractors and vendors is another important aspect of this job.

This is an entry-level position; however, our goal is to help you grow your career. We provide educational opportunities and room for advancement in facilities and systems management. If you want to be part of a dynamic industry, then commercial real estate and property management might be just what you've been looking for!

## ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable and denote with an asterisk. Essential functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

- Tenant relations
- General preventative maintenance of exterior and interior of this building
- Ordering supplies
- Energy and utility usage monitoring
- Vendor coordination
- Assistance with tenant improvements and alterations
- Inspect vacant spaces regularly to ensure that they are in show ready condition
- Escort building and fire inspectors to site and report any violations to supervisors
- Painting, carpentry, and light plumbing
- Ability to drive a company vehicle to get between properties
- Other duties as assigned

## CORE COMPETENCIES

Describe the core competencies of this job. Include the *key characteristics or competencies* which are required to achieve success in this job.

- Must possess a high degree of customer service
- Good communication, interpersonal and organizational skills
- Good knowledge of tools and how to use them properly
- Mechanical abilities, including a basic understanding of HVAC systems
- Ability to work independently and proactively

## KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Minimum of at least 2 years of experience in a Class A or Class B building maintenance position or in a multi-family building environment
- CPR certified, preferred (we provide training)
- High school diploma or equivalent education is a minimum requirement

## JOB CONDITIONS

The individual in this position needs to move around a large office building, occasionally ascending/descending ladders and moving a variety of items/equipment up to 50 pounds. This person must also be adept at communicating and exchanging information with tenants, coworkers, and vendors. It is often important for this position to be exposed to outdoor weather conditions.

This is an essential services position, and as such, this individual is often called upon to assist in the welfare of our tenants and the safety of our buildings in emergency situations such as severe weather occurrences, etc. Working on-call evenings and rotating weekends is required.

All building staff may be subjected to a separate clearance/background check by Federal, State, or Municipal tenants. Following a conditional offer of employment, a motor vehicle record check will be conducted on all final job candidates for whom driving a motor vehicle is an essential job function. Thereafter, checks will be run annually.

## HOW TO APPLY

Please send resumes and cover letters to (no phone calls, please):

**Kim Barnett, VP of Human Resources @ [kbarnett@melvinmark.com](mailto:kbarnett@melvinmark.com)**

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.