

**Alco Investment Company
Human Resources
2958 6th Avenue South
Seattle, Washington 98134
(206) 382-7344
(206) 382-6548 fax**

We will be accepting applications for this job opening only between the opening and closing dates. Individuals who meet all of the requirements will be considered for an interview. Job applications may be filled out in person or online at www.alaskancopper.com and sent via fax or scanned to jobs@alaskancopper.com when completed.

Date Posted: October 19, 2018

Closing Date: November 1, 2018

Job Title: Facilities Technician

Pay Rate: DOE

Hours of Work: Flexible

Location: 27402 72nd Ave S. Kent, WA 98032

Job Summary: The Facilities Technician will provide facilities maintenance services for the property management business. The employee will report to the Facilities Manager and will be stationed remotely across facilities in the Seattle and Bellevue Metro areas.

Requirements to be Considered For Position:

1. Application must be filled out completely by the Applicant.
2. Meet all of the Required Essential Job Skills/Experience.
3. Willing to comply with company rules and policies.
4. Pass pre-employment drug screen.

Required Essential Job Skills/Experience:

1. At least three year verifiable work experience.
2. Proficiency with Microsoft Office suite.
3. Comfortable with Apple's operating system.
4. Experience and capability of learning new software.
5. Able to read, write, understand and communicate fluently in English.

Required Essential Job Functions/Duties:

1. Perform duties assigned through work orders, including minor electrical, mechanical, plumbing, carpentry and painting maintenance. Document work performed, including status, technician notes, labor hours, and work details utilizing Yardi Mobile Maintenance application.
2. Coordinate project schedules with maintenance vendors. Notify tenants of project timelines. Ensure that vendor work is completed professionally and with minimal tenant disruption.
3. Perform routine maintenance inspections. Document and communicate deferred maintenance to Facilities Manager.
4. Communicate in a professional, service-oriented manner with tenants, their guests, vendors, and team members. Coordinate vendor access and produce.
5. Collaborate with the Facilities Manager on production of project schedules and budgets.
6. Other duties as assigned.

Desirable Job Skills/Experience:

1. Excellent verbal and written communication skills
2. Experience with customer service.
3. Experience or education with customer service, property management, facilities management or construction. Comfortable reading building plans.
4. Experience with Yardi Voyager or other property management software.
5. Ability to follow instructions and apply it to the job.
6. Highly motivated to embrace new challenges.

Job Accommodations:

Considered on an individual basis.

Physical Requirements:

1. **This position requires the following in an 8-hour workday:**

<u>Total At One Time (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 1 to 1 1/2 hours	2 hours
Walking: 10 minutes	Up to 2 hours
Sitting: 1 hour	4-5 hours

2. **Movement of objects and strength required for this job:**

	—	Hot (enough to cause bodily discomfort)
cause	—	Variations (sufficient to bodily reactions)
WET: other	—	Contact with water and/or liquids
HUMID: to discomfort	—	Moisture content sufficient cause bodily
NOISE: hearing	—	Sufficient to require protection
VIBRATION: repeated motion continuous shock	—	Sufficient to cause or
HAZARDS: present	—	Risk of bodily injury
FUMES: from chemical reaction	—	Smoke or vapors resulting combustion or
ODORS: TOXIC CONDITIONS: fumes, dusts, mists or liquids may cause bodily harm.	— —	Toxic or non-toxic smells Exposure to disabling gases, vapors, that
DUST: cause disease	—	Small particles that may occupational
POOR VENTILATION: insufficient	—	Exposure to drafts or movement of air