

JOB POSTING

Job Title: Service Request Technician-Jacob Grant Property Management

Salary: \$10.00-\$15.00/Hour, DOE

Job Closing Date (mm/dd/yy): 09-11-2019

Company Name: Jacob Grant Property Management

Contact Person: Paige

Address: 490 Park Avenue

City/State: Idaho Falls, ID

Phone Number: 208-522-3138

Web Address:

Contact email: Paige@jacobgrant.com

General Responsibilities:

Service Request Technician (Idaho Falls) Jacob Grant Property Management

Full-Time Position (Monday-Friday) 8:00 AM-5:00 PM

\$10.00-\$15.00/Hour, DOE

We are:

Jacob Grant Property Management manages residential rental properties between Rexburg and Pocatello, Idaho. We endeavor to improve communities and optimize financial performance for real estate investors. We are currently in the expansion phase of growing our level of service along with the amount of investors we serve. In our 11 years of operation we have established a reputation for providing residents and owners with the highest quality properties, services, and community living. We pride ourselves in maximizing the financial performance of real estate for our investors.

Our team at Jacob Grant; takes pride in our core values and are dedicated to demonstrating them in our daily work.

*Confidence – We exhibit professionalism and empathy

*Humor – We see the value of laughter and comradery

*Humility – We ask questions, stay curious, and make no assumptions

*Service to the Greater Good – We serve on every level and strive to put people and community first.

You are:

A confident and competent individual with a desire to serve our community and build lasting relationships. You have a solid understanding of maintenance, exceptional customer service skills; you ask questions, stay curious, work well independently, take initiative and deliver solid results.

Role Summary:

The Service Request Technician assists our residents with their maintenance needs and requests. They will utilize different equipment and perform repairs or preventative maintenance when required. They will need to have previous experience in maintenance, be highly skilled with various hand and power tools, and have excellent customer service skills.

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Key Responsibilities and Duties:

- *Participate in and assist with maintenance service requests
- *Diagnose maintenance issues and correct them
- *Perform preventative maintenance
- *Inspect and troubleshoot equipment and systems
- *Collaborate with other technicians and managers
- *Assist in installation or removal of equipment
- *Read work orders and take notes
- *Attend weekly meetings and contribute to reporting data
- *Track time and hours worked
- *Participate in the vision of the company and contribute to its growth

Job Qualifications:

Qualifications:

- *Proven maintenance experience
- *Skilled in the use of hand tools and equipment
- *Strong organization skills and follow-thru
- *Attention to detail
- *Strong time management skills
- *Professional presentation and attitude
- *Usage of personal vehicle to and from jobs

Application Process:

TO APPLY:

Submit resume and cover letter to: paige@jacobgrant.com