

Maintenance Technician

Minneapolis

CYCLE-TESTED STEWARDS
OF REAL ESTATE CAPITAL

The Company

Altus is an actively growing real estate investment and development firm with over 3.1 million square feet of office, industrial, retail, and multifamily properties. With a cycle-tested platform dating back to the 1960s, our understanding of real estate dynamics allows us to anticipate the needs of our investments — positioning us to optimize risk-adjusted returns for our private and institutional partners. Altus works collaboratively and cross-functionally to source off-market and marketed transactions, underwrite opportunities, and optimize the performance of portfolio assets with an emphasis on long-term value creation.

Our in-house team of over 50 professionals, located in St. Louis, Minneapolis, and Denver, handles every critical real estate function, including acquisitions, capital markets, development, property management and asset management. Altus' executive team has capitalized over \$4.2 billion of investment and development transactions with over \$550 million transactions closed since 2017. The company's growth plan includes continual deployment and asset growth in its core and targeted markets of St. Louis, Minneapolis, Kansas City, and Denver, as well as expansion to additional secondary markets.

The Role

Altus maintenance technicians are primarily responsible for day-to-day maintenance of multiple multi-tenant commercial office buildings in partnership with our property managers and in accordance with the assets' annual operating budgets. This position is responsible for ensuring building and equipment compliance with state and federal regulations; timely execution of repairs and maintenance; maintaining a high standard of building and property appearance; and executing a preventative maintenance program focused upon minimizing equipment breakdown and repair/replacement expense.



Mission:

We are cycle-tested stewards of capital that provide access to direct real estate investment opportunities.

We take your trust seriously.

As your partner, we strive to deliver superior, risk-adjusted returns via vertically-integrated operations, data-driven processes, and transparent communication.

Core Values:

Always do the right thing

Learn and improve

Think like an owner

Uphold a sense of urgency

Sharpen pencils

Responsibilities

- Monitor and maintain all building systems as assigned.
- Complete regular site/property inspections.
- Schedule and complete a preventative maintenance program.
- Complete grounds work as directed by property manager which may include picking up trash, sweeping curb and dumpster areas, and maintaining landscaping beds and other areas.
- Complete white-box process for vacant spaces as directed by property managers.
- Coordinate special projects and manage special projects as determined by the property manager.
- Work within expense limits established.
- Maintain inventory controls for cost effective operations.
- Assure safety standards are used which comply with all company, local, city, state and federal guidelines.
- Complete all maintenance service requests as assigned.
- Assist with installation and modification of building equipment systems.
- Responsible for 24-hour emergency maintenance service as assigned.
- Alert the property manager of any unusual occurrence and/or damage that has taken place.
- Assist in monitoring all work being performed by outside contractors.
- Reciprocal floater coverage for other Altus-managed properties as needed when technicians and engineers are scheduled for vacation.
- Regular use of computer hardware and software to monitor building systems, update electronic maintenance files, and manage web-based work order systems.
- Complete maintenance logs and on-call time sheets and submit them to the property manager.
- Maintain a professional courteous manner with all tenants, vendors, contractors, and fellow employees.
- Ensure compliance of all work-related activities in a fair, ethical, and consistent manner and follow established company policies.
- Maintain lighting systems throughout the facility, cleaning fixtures and replacing bulbs and lamps.
- Perform other duties as assigned.

Qualifications

- High school diploma/GED equivalent
- This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force regularly.
- General knowledge, aptitude, and ability to troubleshoot and repair minor plumbing (restroom plumbing, drinking fountains, landscaping fountains), electrical (changing lights, ballasts, light switches and outlets), and HVAC issues is preferred.
- Ability to work independently the majority of the time, but also be prepared for a team approach to the overall maintenance and management of the asset.
- Proficiency in Microsoft Office (Outlook, Word, Excel)
- This job requires frequent standing, sitting, bending, kneeling, squatting, and climbing of a six-foot ladder, with occasional use of a ten-foot ladder.

Compensation and Work Environment

- Full-time, 40 hours per week, Monday – Friday, 7:00 am – 4:00 pm.
- Multiple locations in the Minneapolis area, including Edina, Bloomington, Minneapolis, Golden Valley and Eden Prairie
- Base salary from \$25/hour commensurate with experience
- Performance bonus incentives
- Medical, dental, and vision insurance available
- Paid disability insurance
- Paid time off
- 401(k) matching
- Benefit waiting period may apply

*Be a part of the Altus team!
Apply today.*



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