

Maintenance Technician

St. Louis

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

GENERAL RESPONSIBILITIES

- Responsible for overall condition of the property
- Scheduling, directing, and overseeing of various service providers
- Complete assigned preventive maintenance tasks.
- Trouble shooting issues that come up.
- Check in on tenant improvement projects on regular basis.
- Tenant Relations.
- Other duties as assigned by Area Manager/Property Manager.

INTERIOR OF BUILDING

- Change lights/ballasts as needed.
- Minor repairs on urinals/toilets.
- Check HVAC system and report issues to contractor.
- Minor painting touch up of common area.
- Lock changes if able to, otherwise contact locksmith.
- Replace stained ceiling tiles as needed.
- Keep mezzanine clean.
- Keep maintenance shop organized.
- Lock/unlock vacant spaces for leasing as needed.
- Inspect Fitness center (building specific details).
- Have a general understanding of the HVAC system and the monitoring program.

EXTERIOR OF PROPERTY

- Any items dumped around trash dumpster should be put inside dumpsters.
- Check lighting and replace as needed.
- Note any trip hazards along sidewalks/curbing. Take photo(s), notify PM and repair if possible.
- Look for graffiti and remove it if found.
- Keep ice melt blown off sidewalks after snow melts.
- Check overall condition of walkways, railing, steps – make notes, take photo(s) as needed and notify PM.

VACANT UNITS

- Weekly walks through of all vacant spaces to check/perform the following:
- Make sure clean.
- Make sure the thermostats are set back.
- Make sure blinds are closed and adjusted to proper angle.
- Check to make sure the lights are working – replace them if bad.
- Make sure the lights are all turned off when leaving.
- Make sure doors are locked.
- Check for stained ceiling tiles. If found, source the leak and address as needed and then replace tile.

Responsibilities

ROOF

- Monthly roof checks to include:
- Make sure drains are free of debris.
- Look for any roof damage. If found, take photo(s) and notify PM.
- Pick up any screws/nails lying on roof deck.

PARKING LOT/GARAGE

- Walk daily to make sure everything looks good, clean, in place, etc.
- Check lighting monthly and notify PM if any are out.
- Note any damage to lot or garage surface and patch as needed. Otherwise take photo(s) and notify PM.
- Note any damages to lot/garage signage. If bent over, try to straighten up. Send photos to PM of any that need replacing.
- Check for any apparent abandoned vehicles on lot and notify PM.
- Look for any drains that might be clogged/full of debris.
- Check property after snow removal to make sure done properly by contractor, notify contractor of any issues.

SIGNAGE

- Check monument signage to make sure all lights are working. Notify PM if not.

LANDSCAPING

- Be observant of any irrigation issues i.e., water on lot, broken heads etc. Contact PM and send photos.
- Pick up any trash in landscape beds, sidewalks, and parking lots.
- Note any dead plant material in landscaping areas, take photo(s) and notify PM.
- Be aware of irrigation start times, winterization, backflow testing date(s).

LIFE SAFETY

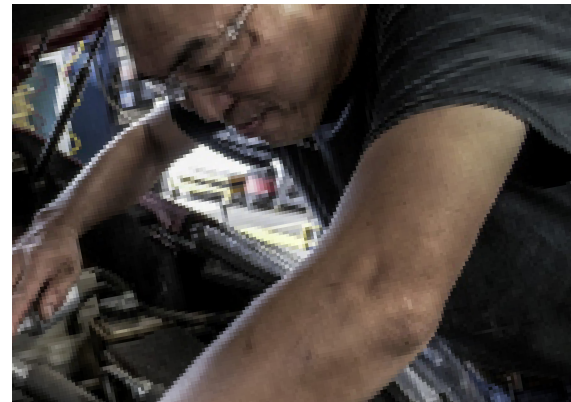
- Check fire pump room and make it is kept clean.
- Check fire panel(s) to make sure there are no issues.
- Note inspection dates on fire sprinklers/fire panels. If inspections are 30-60 days from expiration contact vendor to schedule annual inspections – also notify PM.
- Make sure heater(s) are turned on and working in pump room.
- During winter months blow down dry sprinkler system.
- Perform monthly spin testing of fire pump.
- Perform quarterly start of the generator.

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 St. Louis area
- Pay commensuration with experience and industry
- 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.*



ST LOUIS

231 S. Bemiston Avenue, Suite 650
St. Louis, MO 63105
phone: 314.569.5000
fax: 314.569.5059

MINNEAPOLIS

701 Xenia Avenue South, Suite 425
Golden Valley, MN 55416
phone: 952.831.3000

DENVER

1550 WeWatta Street, Second Floor
Denver, CO 80202
phone: 720.360.0959

info@altusproperties.com