

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 retail and industrial 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

If there is a tenant under construction, check in to see how things are going on a regular basis. If you see any tenant with “going out of business” or appears to be moving out of space, notify PM asap. If property has fence, check for missing/broken boards. Either repair or take photo(s) and notify PM. Be observant of general property conditions including:

- Miscellaneous painting (metal stairs, bollards, fences, dumpster enclosures, etc.)
- Broken parking stops
- Damaged downspouts
- Leaking gutters
- Damaged dumpster enclosures
- Caulking/tuckpointing

VACANT UNITS

- Weekly walks through of all vacant spaces to check/perform the following:
- Flush toilets & run water in sinks.
- Pour solution in the floor drains as needed.
- Pick up any trash in bathroom(s).
- Make sure the thermostats are set back to 80 for AC and 55 for heat.
- Any business cards or flyers stuck to the front door should be removed and thrown out.
- Check to make sure the lights are working – replace them if bad.
- Throw out any trash that might be found in space.
- If the windows are dirty, let the property manager know so they can get window washers out for service.
- Make sure the lights are all turned off when leaving.
- Make sure back doors are locked.
- Check for stained ceiling tiles. If found, note location, notify PM of possible leak. If dried stains, replace tile.
- Make sure the lockbox is installed and working properly and key inside. Notify PM if missing key.

BACK OF PROPERTY

- Make sure trash enclosures are picked up and nothing laying around the containers.
- Any items dumped at the back of property are picked up and disposed of (beds, furniture, etc.).
- Check wall packs to make sure they are working.
- Be observant of tenants storing or stacking things out the back door of space.
- Note which tenant are doing this and send picture(s) to PM.
- Look for graffiti and remove it if found.
- Check drains along truck dock to make sure free of debris and draining.
- Note any damaged truck dock with pictures and notify PM.

Responsibilities

ROOF

- Monthly roof checks to include:
- Make sure drains are free of debris.
- Make sure covers on RTU's.
- If you see grease build up on roof membrane, around exhaust fan(s) make note of where and send PM photo(s) so they can address with tenants.
- Look for any roof damage. If found, take photo(s) and notify PM.
- Pick up any screws/nails lying on roof deck.
- Make sure lock to ladder is working properly.

ALONG FRONT OF PROPERTY

- Make sure trash is picked up on the front of the property.
- Check canopy lights and replace as needed.
- Note any trip hazards along sidewalks/curbing – Take photo(s), notify PM and repair if possible.
- 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

PARKING LOT

- Check parking lot lights and notify PM if any are out.
- Note any potholes in the parking lot and cold patch if possible. Otherwise take photo(s) and notify PM.
- Note any damages to parking lot signage. If bent over, try to straighten up. Send photos to PM of any that need replacing.
- Check lot lighting timer to make sure coming on at right time (if photocell not used)
- Look 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.

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

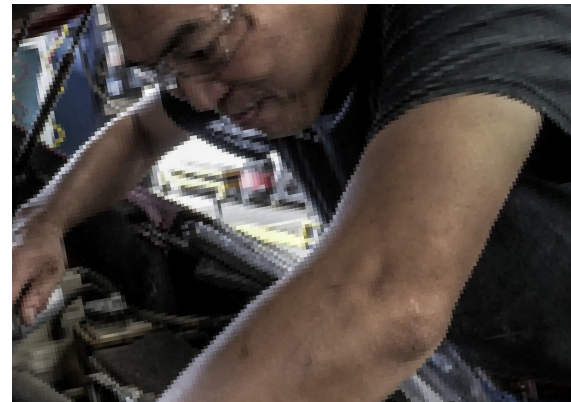
- Check in riser room(s) to make sure clean.
- Check fire panel(s) to make sure there are no issues.
- Note inspection dates on fire sprinklers/fire panels. If inspections are 30-60 days from expiration contact vendor to schedule annual inspections – also notify PM.
- Make sure heater(s) are turned on and working in riser rooms

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.*



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