

JOB DESCRIPTION

In the Bakken and beyond, we provide a one-stop-shop for all real estate services and a boots-on-the-ground approach to serving our clients. We are one of the only commercial real estate firms with a core presence in the Bakken and we have been here for over seven years since the Bakken oil boom began to make an impact on the industry. **We are hiring for a fulltime maintenance supervisor to service residential properties in Dickinson, ND.**

ESSENTIAL JOB DUTIES

- Inspects vacated apartments promptly, identifies appropriate repairs and charges, and ensures completion as scheduled.
- Re-inspects vacant apartments after repairs and maintenance have been completed to determine quality of work performed and apartment readiness for occupancy.
- Provides effective response to HVAC trouble calls, loss power or water, lock failures that may result in a significant breach of security, and other safety-risk management related issues-
- Performs effective emergency maintenance (after hours) as required- Performs all work according to the safety standards of the company, OSHA and health codes- Promotes good public relations with residents, service staff, contractors, and management through great "people" attitude and resident trust.
- Display courteous and professional attitude towards residents and other employees. - Establishes a preventative maintenance schedule approved by the General Manager
- Assemble/maintain separate accurate preventative maintenance records, including: Date of inspections/repairs. List maintenance for each piece of equipment Repair Projects
- Electrical repairs on items such as appliances, fixtures, switches, outlets, intercoms, circuits, emergency lighting, etc.
- Plumbing repairs such as replacing fittings, clearing stoppages, replacing faucets, etc.
- Miscellaneous repairs of such things as broken glass, tiles, carpet, screens, garbage disposals, fixtures, appliances, locks, etc.
- Site Custodial work: Custodial work for the site common areas, including sweeping, mopping, buffing, vacuuming, trash removal, window cleaning, etc.
- Site Grounds work: Grounds work as needed, including mowing lawns, raking leaves, snow removal, etc.
- Apartment Renovations/Turns: Complete renovation of vacant units following Related Management Company guidelines within the shortest time possible and in cooperation with the administrative staff.
- General Site Administration: Monitor unit conditions. Provide feedback concerning any unacceptable conditions in units visited for any reason, including for repairs, extermination, etc
- Establish and maintain a good working team relationship with the ERES team.
- Proactively identify potential conflicts and endeavor to resolve them quickly but effectively



MINIMUM KNOWLEDGE, SKILLS & ABILITIES

- Minimum one year of previous experience in property management maintenance, other building maintenance, construction or related trade is preferred.
- Working knowledge of plumbing, electrical, and appliance repair.
- Strong attention to detail and time-management.
- Demonstrated customer service skills including the ability to manage difficult customers and/or situations.
- Professional verbal and written communications.
- Ability to read, write, understand and communicate in English.
- General Computer knowledge and skills for use.
- Ability to work independently.
- Ability to be on-call for responding to after-hour emergencies.
- Ability to work a flexible schedule to include weekends, evenings and holidays.
- **Must have a valid U.S. Driving License and have personal car insurance.**

SAFETY

- Perform all work with forethought as to risk avoidance and within the safety of staff and tenants alike in mind.
- Notify Direct Supervisor of any incidents or situations that may result in an insurance claim on the site.
- Assure compliance with all fire and safety codes and regulations and to make precautionary repairs etc. where risks begin to appear.
- Perform or supervise periodic testing/ inspections of all fire alarms, smoke detectors, fire extinguishers, and private hydrants.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and work near moving mechanical parts. The employee is frequently exposed to vibration. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; extreme temperature (non-weather); risk of electrical shock. The noise level in the work environment is usually moderate.



PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Knowledge of relevant occupational health and safety regulations and standards associated with maintenance operations and construction services.
- Perform all activities in compliance with Company Safety policies.
- Ability to interact well with the general public and clients in a polite and courteous manner and in accordance with the Company Code of Conduct.
- Ability to read and interpret building and site plans.
- Ability to routinely lift or move objects weighing 25 pounds.
- Ability to lift objects up to 100 pounds.
- Ability to stand, kneel, bend, stoop for long periods of time.
- Must be able to work in extreme weather conditions.

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

Interested candidates can submit their resume and cover letter to Amy Hopfenspirger, amy.hopfenspirger@enrgyreco.com.

