

## **Maintenance Technician Level I Job Posting**

Are you looking for an opportunity to grow with a fast-paced company? Are you a hard worker seeking a culture of driven employees and supportive teamwork? Guardian Property Maintenance is looking for you! We're a locally owned company that maintains single family homes, townhomes, and multi-unit apartment buildings throughout the Twin Cities and greater metro area. We are seeking a full-time **Maintenance Technician - Level I** to join our team.

### **About the Maintenance Tech Level I position:**

#### **Role Responsibilities:**

- Schedule and complete a variety of maintenance work orders (plumbing, electrical, household repair, etc.)
- Travel to and from job locations throughout the Twin Cities Metro area
- Effectively communicate with residents, owners and office team members
- Provide exceptional customer service to clients (owners & residents) when completing work orders.
- Identify additional maintenance needs at properties, i.e., private home maintenance or preventative maintenance
- Partner with vendors involving work orders and accountability
- Utilize maintenance data entry system to clearly and accurately input work descriptions, hours, mileage and receipts
- Participate in company meetings

#### **Qualifications (required):**

- 2+ years of maintenance technician, handyman, construction or other related experience
- Basic knowledge and skill in troubleshooting, repair, and installation of common household issues
- Reliable transportation and necessary tools for use on the job
- Motivated self-starter with strong work initiative
- Ability to work independently
- Exceptional customer service skills
- Strong problem-solving skills
- Strong communication skills
- Ability to use up-to-date technology
- Positive attitude

### **Qualifications (preferred):**

- Boiler license
- Bilingual
- Property Management related experience

### **Why work with Guardian Property Maintenance?**

We are truly guided by our core values of:

- Honesty and Integrity
- A Culture of Support and Service
- Hold ourselves accountable to the idea of “Good, Better, Best.”
- Life Balance and Work Accountability
- Laughter and a Positive Attitude

We offer great benefits:

- \$23 - \$25/hour, DOE
- Company paid life insurance
- Company paid long-term disability insurance and participation in the State short-term disability insurance program
- 2 weeks of paid time off plus 10 paid holidays each year
- 401k with a generous company match offered at 90 days and immediately fully vested
- Mileage reimbursed at IRS rate, currently \$0.725 per mile driven
- Paid travel time between work orders
- Half-day Fridays; Office closes at noon every Friday
- Health, vision and dental insurance coverages are not currently available through our company

Guardian is an Equal Opportunity employer. We have been voted Minnesota’s Best Property Management Company for 3 years running by the Minneapolis Star Tribune’s annual Readers’ Choice Awards, winning the **gold** medal for 2023, 2024 and 2025 and have twice been recognized as “100 Best Companies to Work For” by Minnesota Business magazine.

If you are seeking a culture of driven employees and supportive teamwork and have experience in property maintenance or handy man work, then Guardian Property Maintenance is looking for you!

If you share our values, and are looking to contribute to a committed team, please apply for our open position by submitting a resume to <https://www.guardianprop.com/careers>