

## JOIN THE JK PROPERTY MANAGEMENT TEAM

Professional | Accountable | Team-Oriented | Results-Driven

### RENTAL PROPERTY MAINTENANCE TECHNICIAN

#### ABOUT JK PROPERTY MANAGEMENT

We're not your average property management company. JK Property Management is a values-driven, locally owned firm with over 20 years in Great Falls. Our mission is simple: **We exist to deliver professional, results-driven property management that adds measurable value for both owners and residents.** We believe property management is a disciplined profession built on systems, accountability, and consistent communication. If you're looking for a workplace that values efficiency, precision, and accountability in what you do each day, you'll fit right in here.

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#### CAREER OVERVIEW

A **Rental Property Maintenance Technician** will be responsible for providing maintenance resolutions under the direction and supervision of the Property Maintenance Director. Duties may be divided between in-office desk work and out-of-office onsite maintenance as assigned. This is an excellent entry-level position for a career-minded individual aspiring to acquire dynamic, comprehensive, and real-world training experience, skills, and knowledge in multiple facets of the industry trades.

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#### WHO SHOULD APPLY

We hire for mindset first. While we value candidates with experience and/or higher education, we recognize that some skills can be taught — and others simply can't. If you're ambitious, dependable, and eager to learn, you'll find plenty of opportunity here, even without prior experience. **Don't hesitate to apply if you lack formal experience or education — if you possess the qualities we've outlined, we're interested in you.** What we can't teach is enthusiasm, accountability, or pride in your work. The success you achieve here will always reflect the effort, integrity, and attitude you bring each day.

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#### WHAT YOU'LL DO

- Perform routine property inspections. Under the supervision of the Maintenance Coordinator, evaluate, diagnose, and perform preventative and annual maintenance.
- Immediate action-oriented attention to emergent maintenance issues with targeted execution of maintenance solutions
- Learn, adapt, and confidently utilize technology and software to communicate, direct, and manage work
- Work effectively, professionally, and with a positive attitude with all members of the JK Team and clientele across all departments to foster open communication, ensure smooth project transitions through various stages, and enhance the overall team culture and environment.
- Any other duties as assigned

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## QUALIFICATIONS (Required)

*If you are willing to learn, we are willing to train*

- Must be able to pass a drug and alcohol test
- Must be able to pass a background check
- Current driver's license and access to an operational, licensed, and insured vehicle with no driving restrictions
- Detail-oriented with a strong sense of urgency and ability to prioritize tasks
- Ability to sit for extended periods
- Ability to lift and carry up to 50 lbs
- Ability to climb up to three flights of stairs

## ADVANCED QUALIFICATIONS (Not Required)

- Minimum 1 year experience in maintenance, construction, trade school, or a similar field with the ability and aspirations to grow knowledge in all construction phases.
- Experienced and knowledgeable in the property management industry

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## WHO WE ARE

We're unapologetically anchored by our core values and expect each of our team members to share our values:

- **We are professional** – We act with integrity in all we do.
- **We are a team** – We succeed together and support one another.
- **We pay attention to details** – Excellence is built on precision.
- **We work hard and give our best each day** – We take ownership of outcomes and deliver results we're proud of
- **We are humble and honest** – We value transparency, admit mistakes, and learn continuously
- **We embrace change and take action** – We adapt quickly, think critically, and move forward with purpose
- **We lead our industry through knowledge and innovation** – We stay ahead of trends, technology and laws to set the benchmark for professional property management.

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## WHO YOU ARE

**You'll thrive here if you:**

- Take pride in doing the right thing (even when no one is watching)
- Love structure, organization, and getting things done efficiently and correctly
- Communicate well with diverse people and handle challenges calmly and respectfully
- Are dependable, confident, and professional
- Bring a positive attitude and mature perspective to the team
- Want a long-term career — not just a job

**You may not thrive here if you:**

- Avoid structure, dislike systems, or prefer to "wing it" instead of following proven processes
- Become easily flustered under pressure or respond emotionally to feedback, conflict, or change
- Struggle to communicate clearly, directly, or professionally — especially in stressful situations
- Rely on others to stay organized, meet deadlines, or follow through on commitments
- Prefer to work in a loose, unstructured environment without accountability or expectations
- View this position as temporary or transactional rather than a long-term professional career

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## JOIN OUR TEAM

If you're ready to join a team that values honesty, accountability, and growth — and you take pride in bringing structure, efficiency, and excellence to every project — we'd love to meet you.

**Apply today and be part of the team setting the benchmark for professional property management in Great Falls.**

Interested candidates should submit the following:

- **Professional resume** detailing relevant experience and qualifications
- **Three (3) professional references** (supervisors or managers preferred)
- **Completion of a DISC personality assessment**
- **Ability to pass a background check and drug/alcohol screening**
- **Valid driver's license**