

Maintenance Technician

LAWRENCE, KANSAS

Copaken Brooks, LLC is a full-service commercial real estate firm headquartered in Kansas City and serving the Midwest. The company's full suite of services includes investment acquisition and sales, tenant representation and HQ relocations, condominium management, property management, asset management, development, leasing (office, retail, medical, industrial and underground), and construction management. We have over 90 years of proven experience in playing a major role in where millions of people go to work, shop, and live.

We are currently seeking an **Maintenance Technician** to be located in Lawrence, Kansas.

The Maintenance Technician will perform upkeep tasks such as repairs and cleaning. You will be responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional.

Responsibilities:

Reliability and having a keen eye for detail are important assets for this position. The ideal candidate will have experience and solid technical knowledge. You must also possess manual dexterity and physical stamina for walking the buildings and grounds, climbing ladders, and using tools and equipment.

- Perform minor fixes such as repairing broken doors/locks/closers, etc.
- Change light bulbs and help identify small electrical issues
- Upkeep the grounds by picking up trash, identifying landscape issues, etc.
- Conduct maintenance tasks such as replacing light bulbs, unstopping drains, repairing leaky faucets, automatic flush valves, automatic soap dispensers, etc.
- Inspect and troubleshoot systems furniture (training provided)
- Be familiar with safety systems (e.g. fire alarm, fire pump)
- Collaborate with workers and other professionals during renovations
- Report to a facilities or maintenance manager for issues
- Perform event set up and tear down for classes, meetings, conferences, etc.
- Painting touch ups, small jobs as necessary

Qualifications:

- Proven experience in building maintenance or related/similar position
- Basic knowledge of HVAC, plumbing and electrical systems
- Experience using hand and electrical tools
- Familiarity with technical manuals and drawings
- Physical stamina and dexterity
- High school diploma or equivalent
- Valid driver's license and good driving record
- Basic computer knowledge
- Excellent communication and customer service skills.
- Willing and able to stand and walk for extensive periods of time
- Ability to lift up to 50 pounds (ladders, boxes, etc.)
- Ability and desire to be on an on-call rotation

Company Sponsored Continued Education Opportunities
We offer competitive wage/benefits package
No phone calls please - EOE/M/F/D/V – Principals Only

To Apply: Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to hr@copaken-brooks.com. Please indicate the position for which you are applying.