

JOB ANNOUNCEMENT

Dunbar Strandness, Inc. is seeking qualified applicants for the following position:

Title: **Building Technician**

Work Location: Meadow Creek Condominiums
823 Old Settlers Trail
Hopkins, MN 55343

General Job Requirements:

1. Demonstrated knowledge of, and experience in, janitorial work, including building and grounds maintenance
2. Demonstrated ability to use equipment and basic hand tools necessary for the position
3. Ability to work independently following defined procedures. Ability to organize work, establish priorities, and follow through in the completion of tasks
4. Ability to identify work, which needs to be done, and to either promptly complete the work or refer it to the appropriate staff person
5. Ability to interact effectively and in a courteous and businesslike manner with other staff, residents, owners, contractors and others
6. Ability to deal with stressful situations in a calm, organized and effective manner

Specific Job Requirements:

1. Willingness to live on site in an apartment owned by Meadow Creek Condominiums. As an employee living on site, a Building Technician must at all times conduct himself/herself in a manner which will reflect well on the Building Technician, the other staff, Dunbar Strandness, Inc. and Meadow Creek Condominiums. A Building Technician must also ensure that the members of his/her household and his/her guests conduct themselves in the same manner
2. Willingness to wear a uniform shirt and jacket and to maintain a good personal appearance while on the job
3. A valid driver's license, and either ownership of a car or regular access to one

4. Ability to operate power equipment such as a snowblower and a power sweeper. Ability and willingness to climb a ladder, shovel snow, and lift items of a reasonable weight (up to 40 pounds)

Compensation:

1. \$7.50 per hour paid bi-weekly
2. A spacious two-bedroom apartment and garage, both rent-free
3. An extra \$62.00 for each week on call plus pay for actual time spent responding to after-hours calls. A Building Technician will be paid for a minimum of two hours if a call requires him/her to leave his/her residence between 10 P.M. and 6 A.M.
4. Time and a half for any time worked over 40 hours in any given week with the prior approval of his/her immediate supervisor unless a Building Technician is on call.

Benefits:

1. Paid leave: 10 days per year of vacation, 9 days per year of sick leave, and 10 paid holidays each year
2. If an employee uses 4 or fewer days of sick leave in a calendar year, the employee will be credited with one extra day of vacation. If no days of sick leave are used, the employee will be credited with two extra days of vacation.
3. Group medical insurance and dental insurance coverage for the employee. SIMPLE IRA pension program with an employer match of up to 3%.

Hours:

1. 40 hours per week
2. Hours may be adjusted if regular work hours are required on Saturdays.
3. Overtime work and on-call work is required on a rotating basis.

Duties: See the accompanying **Summary Job Description**.