

PROPERTY MAINTENANCE COORDINATOR

JOB PURPOSE: To organize, evaluate, and resolve maintenance-related issues by recruiting, building relationships, and assigning qualified independent contractors appropriate to provide maintenance solutions. A Property Maintenance Coordinator will also be responsible for managing critical legal timelines for maintenance resolutions and quality control.

JOB SCHEDULING

- Weekdays 8:00 a.m.-5:00 p.m.
- Some intermittent on-call responsibilities

JOB BENEFITS

- Paid time off after 6-month probationary period
- Paid sick leave
- Paid Holidays
- Health Insurance Option
- Merit-based Bonus Opportunities

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 50lbs
- Ability to sit for long periods
- Ability to climb up to 3 flights of stairs

JOB DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

- Daily monitoring of online-submitted maintenance requests from tenants, with immediate evaluation and action to resolve the issues reported
- Recruit, retain, and grow relationships with critical community businesses providing maintenance-related services such as plumbing, electrical, HVAC, snow removal & landscaping, roofing, flooring installation, restoration, cleaning, and various other areas of home upkeep, repair, remodeling, and construction
- Direct oversight, accountability, and quality control of ongoing maintenance projects and independent contractors to ensure quality maintenance services are provided promptly that meet and exceed Montana Tenant and Landlord legal timelines and obligations.
- Expertly coordinate, direct, choreograph, and manage multiple vendors simultaneously to work together efficiently and effectively to complete vacant unit turnarounds and/or remodel projects
- Perform routine quality control checks, property inspections, and evaluations, and diagnose & dispatch preventative maintenance 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
- Regularly monitor and analyze data and statistics to improve and excel operations

IDEAL CANDIDATE PERSONALITY TRAITS AND HABITS

- Thrives in organization, systems, and processes
- Career-oriented and seeking advancement for long-term employment
- Ability to work independently but follow our proven process
- Highly focused, direct, and motivated to check items off lists and complete tasks
- Driven to accomplish and exceed expectations in work and personal life
- Not easily intimidated but rather excels in high-stakes operations; unshakable
- Possess a very strong moral & ethical foundation- integrity
- Enjoys puzzles, predicaments, and challenges to masterfully demonstrate creative, thoughtful, and efficient solutions
- Ability to connect with people with little to no effort
- Works collaboratively with others with the ability to build strong relationships
- Logical, analytical, systematic thinker

- Enjoys routine, schedules, timelines
- Rarely or never late, delayed, or thrown off-course by unexpected challenges
- Intelligent, capable, and confident in all situations
- Respected and trusted among peers, employees, and employers
- Often a source for others to provide guidance and leadership- a natural-born leader
- Regularly records and tracks events, dates, appointments, timelines, and deadlines methodically

MINIMUM QUALIFICATIONS

- 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 vehicle with no driving restrictions
- 1-2 years of college education
- Strong written and verbal communication required
- Strong sense of urgency and ability to prioritize tasks
- Detail-oriented required
- Excellent skills and experience using technology beyond basic knowledge required

PREFERRED QUALIFICATIONS

- Associate's, Bachelor's degree or trades school graduate preferred
- Experienced and knowledgeable in the property management industry
- 2+ years in leadership, managerial, or administrative roles required
- Direct experience in various trades as a general contractor in any maintenance-related professions such as plumbing, electrical, construction, or other related field
- Current Montana Property Manager License

WHY WORK WITH JK PROPERTY MANAGEMENT?

We are a locally owned and operated family business in Great Falls, MT. Our business has been a cornerstone providing housing options for over 20 years. High ethical standards, continued industry education, and professional practices has shaped and developed our company into the largest, most experienced, and most sought-after property management company in our area. We are truly guided by our strategic anchors:

- We are professional
- We work as a team
- We pay attention to details
- We work hard and give our best each day
- We are humble & honest
- We are able to pivot to embrace change and take action
- We are leading experts in our industry

If this sounds like a fit – then let's talk!

HOW TO SUBMIT YOUR APPLICATION

To apply for any of the below positions e-mail careers@jkrpm.com and include:

1. Cover letter
2. Professional Resume
3. 3-5 Professional References
4. For extra credit, email a short video and tell us what motivates you!

