



1211 W. Myrtle St, Suite 200
Boise, ID 83702
(208) 345-9000

Job Description

Position: Facilities Maintenance - HVAC

Reports to: Maintenance Supervisor

Education: High School Diploma (required)

Experience: 3 years in commercial HVAC Systems

Who We're Seeking

This Facilities Maintenance HVAC position is responsible for maintaining, troubleshooting, repairing, or arranging for repairs of the HVAC system at the property. This individual could be assigned to multiple buildings as the sole technician or as part of a team of technicians.

Key Responsibilities

- Work as part of the property management team to deliver departmental goals, objectives, and systems.
- Maintains regular contact and builds solid working relationships with Property Managers, maintenance supervisor, client contacts, department leaders or a combination of stakeholders to ensure the highest level of customer service.
- Responsible for all preventative maintenance, necessary maintenance, and repairs to the buildings' HVAC systems of properties assigned.
- Responds to tenant requests in the areas of HVAC Systems.
- Prepares and maintains maintenance logs and records.
- Coordinate contractor, tenant, and management approvals for work orders that require the use of an outside contractor. Maintains a log of work order details.
- Performs emergency repairs promptly and efficiently.
- Familiar with and conforms to all written operating procedures associated with assigned properties.
- Maintaining and repairing ventilation and air conditioning systems and equipment.
- Other duties as assigned by Maintenance Supervisor, Property Managers, or executives.

Required

- High School Diploma
- A minimum of three years as a Commercial HVAC Technician, and willingness to continue education in HVAC field
- Proficiency with computer applications, including Microsoft, Windows, and Outlook
- Submit to background and drug test
- Familiarity with preventative maintenance and work order software systems
- Valid Driver's License and insurance required
- Working knowledge of heat pumps, chillers, boilers, and RTU systems

Preferred Skills

- Excellent communication, analytical, and problem-solving skills
- Demonstrates organization skills with the ability to successfully handle multiple priorities in a dynamic environment
- Team-oriented, with the ability to build effective relationships in a cohesive business environment
- Must have a passion for customer service excellence
- Must be self-starting in addition to having the ability to work efficiently and independently

To apply, please send your résumé to teri.wisness@colliers.com, with the subject line "Facilities Maintenance - HVAC".

About Colliers

Colliers Idaho is a locally-owned affiliate of Colliers International, an industry-leading global commercial real estate company with more than 24,000 skilled professionals operating in 72 countries. Client relationships are built on experience, speed to market, and enduring trust. At Colliers, our growth strategy keeps us focused on doing the right things for our clients, our people, our community, and our shareholders every day. If you are looking for a work environment that values and promotes camaraderie, collaboration, and community giving, this could be the position for you!

Colliers Idaho is committed to advancing diversity and inclusion in the workplace to foster an environment that supports equality for our present and future diverse professionals. Diversity and inclusion strengthen our business by enriching our culture, helping us deepen relationships among our people, and accelerating success for our clients. We pride ourselves on attracting, developing, and retaining top, diverse talent in Idaho. As part of that, we are on a progressive journey to foster an environment in which everyone at Colliers, regardless of background, gender, ethnicity, age, religion, sexual orientation, or experiences, feels respected and comfortable bringing their authentic selves to do their best work.