



# NOW HIRING!!

**KIRKWOOD / TAHOE LOCAL  
SEASON PASS**

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## MEMORANDUM

**To:** Kirkwood Community & Greater Tahoe Area  
**From:** Tara Gonyer – Operations Manager, Kirkwood Property Services (KPS)  
**Re:** Full-Time Employment Opportunity – Advanced Technician

All,

Kirkwood Property Services (KPS) is looking to fill the position of Advanced Technician. The Advanced Technician will work directly with management to improve our properties across the valley while gaining valuable knowledge they can utilize to advance in their role. Job duties consist of but are not limited to:

### **Responsibilities:**

- Provides technical oversight and invoice verification on all vendor/contractor work.
- Communicates effectively with management regarding any work that requires outside expert assistance.
- Provides technical expertise in reference to repairs, upgrades, or general upkeep of their properties.
- Maintains safety procedures at all times and complies with access control regulations.
- Performs detailed inspections of building fire suppression systems, alarm systems, heating/cooling systems, plumbing systems, electrical systems, and propane systems.
- Performs electrical maintenance to include but not be limited to circuit troubleshooting, conduit repair, circuit replacement or new circuit additions, heat tape maintenance, and panel work.
- Performs plumbing maintenance including but not limited to replacement or repair of leaks in plumbing systems, pipe repair, sweating pipe, dishwasher installation, toilet repair and replacements, backflow repair, testing, and installation, and preventative maintenance.
- Performs drywall repair, texture application, painting, carpentry, and masonry work.
- Responsible for developing proposals for HOA's and third-party owners as requested.
- Responsible for maintaining an ongoing priority driven list for each property, outlining know maintenance needs.
- Coordinates jobsite tasks, goals, and safety standards.
- Responsible for recording materials used for billing.
- Performs snow removal.
- Must be able to work in the field for extended times.
- Performs regular on call shifts to match business demands.

### **Knowledge, Skills and Abilities Required:**

- 4+ years' building maintenance experience.
- Strong communication and interpersonal skills.
- Must be customer service oriented.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Use of Microsoft Word, Outlook, and Excel
- Must have the ability to climb heights, lift up to 60 lbs. and climb onto ladder.
- Ability to work evenings, weekends, and on-call shifts as assigned.
- High school diploma/GED required.
- Ability to read, write, speak, and understands English fluently.
- Must have a valid driver's license.

Individuals interested in this opportunity should contact our corporate office at 209-753-0244 or [tkeyes@kirkwoodcp.com](mailto:tkeyes@kirkwoodcp.com).

Sincerely,

Tara Gonyer

**Kirkwood Property Services (KPS)**

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