



Job Description: Engineering/Maintenance Assistant  
FLSA Status: Non-Exempt

InCity Properties Holdings, Inc. ([www.incityinc.com](http://www.incityinc.com); "InCity") is an expanding Puget Sound-based real estate property and asset management company managing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size and complexities. We are responsible for the day-to-day operations and the preservation & enhancement of our clients' properties. Our mission is to maximize the return on investment for the owners while always being fair and objective to the tenants - the satisfaction of both the tenants and owners is key to our mission. As InCity continues to grow, the guiding principles of accountable service remain the core component of our philosophy.

The Engineering/Maintenance Assistant supports the Chief Engineer to maintain, preserve, and enhance the physical properties managed by InCity. The position is responsible for "keeping an eye" on the properties, responding to various maintenance fixes/repairs/installations as needed, reporting all vendor required fixes to the Chief Engineer, and ensuring a safe environment and marketable portfolio.

**Key Responsibilities include, but are not limited to:**

- Able to complete various maintenance functions including repairs for the following: plumbing, electrical, appliances (repairs and installs), flooring, painting, and overall grounds maintenance
- Complete other maintenance tasks such as sheetrock repair, countertop/cabinet replacement, window/glass repair, door/lock repair, and carpet/tile repair
- Work with the property manager(s) to ensure that InCity its property portfolio is compliant per company, ownership, state and federal policies and standards
- Assist in the completion of unit renovations/turnover, which includes but not limited to: wall repairs, painting, appliances/electrical/plumbing tests and repairs, door/lock repairs, carpet/tile repairs
- Able to assess each situation to determine if a vendor is required to complete a given task or can be completed internally
- Able to assess all potential maintenance needs while on site at each property prior to an issue occurring
- Must be able to lift at least 100 pounds
- Preserve and respect applicant, resident and building owner confidentiality at all times
- Other responsibilities and projects designated by the property managers or Chief Engineer

**Basic Required Qualifications:**

- High School diploma or equivalent
- At least 3 years in general construction, maintenance performance or similar experience
- Washington State driver's license with no major accidents or traffic incidents
- Intermediate level using Microsoft Office 365 (word, excel, outlook)
- Able to communicate in English both orally and in writing
- Experience in multi-tasking maintenance related projects and triaging prioritization
- Ability to maintain performance at a high level during stressful situations
- Maintain a regular schedule which may also require working weekends, overtime and holidays
- Available when needed to be on-call to assist during non-regular hours for emergencies

**Preferred Experience:**

- Experience as a maintenance lead or assistant in commercial or residential property maintenance
- Experience in AppFolio property management software or similar
- Certifications such as electrical, refrigeration, or Certificate for Apartment Maintenance Technicians (CAMT)

**Compensation: DOE**

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**Interested Candidates:** Interested individuals should send a resume and compensation expectations to [resume@incityinc.com](mailto:resume@incityinc.com)