



Field Repair Specialist

The Field Repair Specialist will assist with all demo & construction related work, both residential remodeling & new construction, moving/driving dump trailers between job sites & landfill, ordering and obtaining materials from suppliers as needed & any other duties required in the day-to-day operations. They will manage relationships with key vendors, site teams, and contractors and be a representative of Gillespie Group in a professional manner.

Reports To: DIRECTOR OF FACILITIES

Supervises: No direct reports

Compensation: Non-Exempt/Hourly

Gillespie Group requires a background and drug screen as a condition of employment. A valid driving license, reliable transportation, and current automobile insurance are required. The position requires individuals to furnish their own vehicle to fulfill all the job's functions.

Core Values:

- **Positive Team Player**
- **Creative Solution Oriented**
- **Industrious**
- **Knowledgeable**
- **Trustworthy**

RESPONSIBILITIES & PROJECTS

- Assist Facilities Team with major turns, drywall repairs, trim repairs, exterior doors, among other items
- Determine additional equipment, lift rentals, or ladders needed to safely execute repairs and if staffing will be needed
- Track hours onsite at each project on a weekly basis
- Completes minor structural repairs as needed i.e., residential balconies, leak repairs
- Assists DOF with scopes of work for special projects that DOF needs to create proposals for
- Schedule work with vendors
- Report issues with equipment or unsafe conditions

QUALIFICATIONS

- High school diploma or equivalent
- Intermediate level skillset demonstrated through 3-5 years' experience
- Rough and finish carpentry skills preferred
- Preferred intermediate equipment operator experience
- Apprenticeship or specialization is an asset, but not necessary
- Maintain a professional appearance and positive attitude
- Excellent written and verbal communication skills
- Knowledge of Microsoft Office and Outlook

FAIR HOUSING ACT ("FHA") / ANTI-DISCRIMINATORY LAWS & ORDINANCES: Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above-mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

SIGNATURES:

Employee Name: _____ Date: _____

Supervisor Name: _____ Date: _____

Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility, and the required level of knowledge, skills, and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.