



## **PROPERTY MAINTENANCE ASSISTANT PART-TIME POSITION OPENING**

### **WHO WE ARE:**

Founded in 1906, Bascom Communications is a locally-owned telecommunications cooperative dedicated to serving the residents, businesses, and institutions in Seneca and surrounding counties.

Our mission is to connect people to the possibilities of the world, transforming lives through dependable and advanced communication solutions. As a trusted industry and local leader, we've expanded our state-of-the-art fiber network to deliver fast, reliable internet, phone, and entertainment services. We are proud to live and work in the same communities we serve. Our commitment to local support, economic development, and community engagement is unwavering.

### **WHO YOU ARE:**

- a) Are you a self-starter, driven to accomplish goals and tasks, and for whom accountability, communication, care, and character are demonstrated through your actions?
- b) Are you mechanically inclined, able to operate hand tools, and like to work with your hands?
- c) Are you a Mister or Miss Fix it?
- d) Do you have a proactive, "figure-it-out" mindset?
- e) Are you able to thrive with minimal day-to-day supervision; outcomes matter most.
- f) Are you committed to safety?
- g) Are you inspired to serve the community and work for the greater good?

If you answered "yes" to these questions, we'd love to speak with you about this opportunity!

### **RESPONSIBILITIES:**

**Summary:** We are seeking a highly reliable, self-directed individual to assist with property maintenance on a part-time basis (generally ~6-8 hours per week and more as needed for special projects and/or emergencies). This role is ideal for someone who can work independently, identify issues, and follow projects through to completion with minimal oversight. Responsibilities will vary and may include maintenance, operational tasks, and administrative coordination, related to facilities and field assets.

#### **Key Responsibilities**

- Complete monthly property inspections and property maintenance.
- Handle ad hoc projects related to property operations or organization. Workload will fluctuate based on needs.
- Monitor property conditions and proactively recommend solutions or improvements.
- Undertake maintenance, repairs, and small improvement projects from start to finish.
- Create clear scopes of work for projects requiring 3<sup>rd</sup> party vendors, obtain and compare quotes, receive approvals, schedule work, and follow up to ensure completion and quality.
- Serve as a point of contact for vendors, and service providers as needed.
- Track and document tasks, deadlines, project status
- On-call for property emergencies.

**REQUIREMENTS:**

- Prior experience in property management, facility coordination, or equivalent experience in the trades (HVAC, low voltage, electrical, plumbing, etc).
- Capable of delivering maintenance quality with attention to detail, matching industry standards.
- Demonstrated ability to work independently and solve problems without close supervision.
- Ability to follow and maintain maintenance schedules, prioritize tasks, and manage time effectively.
- Flexibility to respond to occasional time-sensitive issues during and/or after business hours.
- Strong organizational and project management skills.
- Strong written and verbal communication.
- Proficient with email, Excel, Slack, and shared documents.
- Valid driver's license, safe driving record, and insurability.
- Ability to meet physical demands of the job
  - Standing, reaching, bending, twisting, crawling for extended periods of time
  - Climbing ladders
  - Lifting equipment and supplies up to ~50 pounds
  - Working inside and outside
- Able to pass pre-employment drug screening.

**ADDITIONAL CONSIDERATION GIVEN FOR:**

- Proximity to the property/properties (as on-site emergency response may be required).
- Ability to assess return on investments (ROI).

**WHAT WE PROVIDE:**

- Pay based on experience, skills, education, certifications. Starting pay range \$19-\$22/hour.

**INTERESTED?**

Please submit your resume and cover letter to [jobs@bascomtelephone.com](mailto:jobs@bascomtelephone.com).

We look forward to meeting you!

**Equal Employment Opportunity:**

*Bascom Communications is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, religion, color, sex, sexual orientation, national origin, disability, age, military status, ancestry, or any other protected characteristic as outlined by federal, state, or local laws.*

*Bascom Communications ensures that applicants for employment are considered for employment, and that employees are treated during employment, without regard to their race, religion, color, sex, sexual orientation, national origin, disability, age, military status, or ancestry.*