Zaepfel Development is a full-service real estate development firm located in Williamsville, New York. The Zaepfel team has more than 40 years of real estate development, real estate services, property management, leasing and brokerage, and construction management experience under our belt. Ranked as one of Western New York’s top five development firms.

Preliminary Overview

You will be responsible for performing a variety of duties and services required to maintain, clean, and secure property, equipment, and buildings. We are seeking a full time, highly motivated, and talented individual who is passionate about their work. Benefits are offered such as health insurance, 401k, dental, and vacation time. Salary is based on experience and skill.

Responsibilities include:

* Perform preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspect belts, check fluid levels, replace filters, grease bearings, seals, etc.; repairs or replaces broken parts.
* Repair doors, door locks and closets; install window blinds.
* Operate energy management software that controls and monitors mechanical equipment and utility systems.
* Replace light bulbs & ballasts
* Respond to emergency maintenance requests as required.
* Assist with the renovation/remodeling of buildings; repair plaster and drywall; paint building structures/walls as needed.
* Perform outside custodial duties such as snow removal, trash pickup as required.
* HVAC, electrical and plumbing experience a plus

Qualifications

* Must have own transportation
* Must have a license and auto insurance
* Experience performing maintenance work in commercial buildings
* Ability to solve problems and work with tenants when necessary
* Ability to work with Property Managers

**Please email us your resume at** [**mmingle@zaepfel.com**](mailto:mmingle@zaepfel.com)