



Property Maintenance Coordinator with Field Work

Cabin Works • Granby, CO • Full-Time • \$23–\$30/hr

Love keeping things organized, talking with people, AND knowing your way around a property? This role was made for you.

At Cabin Works, we're a family-founded property management team in the heart of the Colorado Rockies. We're looking for a warm, organized, people-first coordinator who also has hands-on property maintenance experience. You'll be the glue that holds our maintenance department together — keeping clients informed, tasks moving, and our team on track — while occasionally jumping into the field when your skills are needed.

About Cabin Works

We are a family business founded in 2010 with the mission to minimize the hassle of property ownership by delivering peace of mind through reliable services, consistent communication, and a culture of integrity. We love that our clients feel confident in our team, and we get genuinely excited when a job is done right. From family team events and appreciation activities to community donations and volunteering, we believe taking care of our people and our community is just as important as taking care of our clients.

Some Highlights

- Be the hero — deliver peace of mind to clients through excellent communication, follow-through, and genuine care for their properties.
- Have balance — work-life balance matters here. Enjoy ski, golf, and rec passes plus PTO that starts accruing on Day #1.
- Stay interested and keep growing — no two weeks are the same. Variety of work, ongoing training, and room to expand your role.
- Be appreciated — team recognition, bonuses, fun company events, and a crew that genuinely supports each other.

What You'll Actually Do

The core of this role is coordination and client communication. You'll keep the maintenance department running smoothly from the office, while also drawing on your maintenance know-how to support the field team when needed. You'll be joining a close-knit team of about 20 people — and working directly alongside our maintenance technician as the coordinator who keeps the department running."

Your primary responsibilities — coordination & communication:

- Serve as the main point of contact for clients — sending detailed property visit reports and keeping them informed every step of the way
- Lead the weekly maintenance team meeting to align on jobs, schedules, and priorities
- Schedule and dispatch technicians and subcontractors to accomplish work orders efficiently
- Manage special projects and track progress through daily notes, photos, and updates
- Order materials, provide pricing estimates to clients, and review work order reports
- Implement problem-solving skills to keep jobs on track and communicate changes clearly to the team and clients

Field support (as needed) — your maintenance skills in action:

- Recurring home inspection walkthroughs — documenting property conditions and flagging issues
- Light plumbing, basic electrical troubleshooting, appliance repair and replacement
- Basic HVAC (thermostats, fireplaces, heat and hot water)
- Carpentry, drywall, interior painting, exterior staining, window/door/lock repair
- Pest control, pressure washing, maintenance cleanup, and misc. repairs

You're a Great Fit If You...

Above all else, we're looking for a people person. Someone who lights up talking with clients, enjoys being part of a team, and takes real pride in follow-through.

- Are a genuine people person — you enjoy talking with clients, listening well, and building trust through every interaction
- Thrive in a team environment and love contributing to a group that has each other's backs
- Are highly task-oriented with excellent follow-through
- Are organized, detail-oriented, and can juggle multiple moving parts without losing your cool
- Have hands-on property or home maintenance experience and can hold your own in the field when needed
- Are aligned with our Core Values - People Matter Most, Take Ownership, Do What's Right, Thrive Together. Please review them at cabinworkscolorado.com/employment.
- Have a growth mindset and are excited to grow with the company over time

Perks Worth Mentioning

- \$23–\$30/hr depending on experience, with raise review at your 6-month performance review
- Ski, golf & rec passes — 2 passes for you and a guest to borrow all year long
- PTO accrues starting Day #1
- Signing bonus (\$200 after 1 month) + retention bonus (\$250 at 6 months)
- Employee referral bonus — \$100 for every new hire you refer who stays 80 hours
- 401k with up to 2% match after 1 year
- Company vehicle provided for field work (must be 21+ with clean record), or fuel reimbursement for personal vehicle
- Overtime pay for after-hours and weekend emergency response
- Access to training through National Home Inspector coursework
- Fun team events — BBQs, family activities, and team appreciation throughout the year

Requirements

- Valid driver's license with clean driving record
- Pass a background check
- Basic personal tools for daily use (specialty tools available from inventory)
- Able to lift and carry up to 40 lbs; comfortable with ladder work and outdoor conditions
- Strong computer and smartphone skills

Job Details

Full-time, year-round, 40 hours/week. Monday–Friday 8am–4pm with after-hours and weekend availability on rotation. This is a hybrid role: primarily office-based coordination (50–80% of time), with field work as needed (20–50%). Ratios will be refined over time based on team needs.

Ready to Apply?

Apply online at cabinworkscolorado.com/job-application

Or stop by our office in downtown Granby: 625 E. Agate Ave, Granby, CO 80446

Cabin Works provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetics.