

Building Engineer

Job Description

To ensure the efficient operation of building systems and contracts, in line with quality, cost and programming requirements consistent with the owner's objectives in compliance with the highest standard of professional ethics.

Supervision

Reports to: Property Manager

General Qualifications Required

Education: High School degree or equivalent combination of education and experience

Training Requirements: A minimum of one Continuing Education Course shall be taken each year in one of the following areas: Electrical, HVAC, Plumbing, Roofing, Parking Lot Repairs, Retention Pond Maintenance, or general construction/tenant improvement construction

Licensing: HVAC certified a plus

Experience: Minimum three (3) years general building systems experience
Ability to perform general building repairs in plumbing, HVAC, electrical, sheetrock repair, painting, etc.
Contract development experience
Excellent communication skills
Computer skills required include proficiency in Microsoft Office

Skills/Behaviors: Strong oral and written communication skills are a must
Strong organizational skills with ability to prioritize
Ability to read and understand blue prints
Knowledge of all sprinkler systems, alarms, and pump systems
Knowledge of basic building codes
General knowledge of commercial construction pricing
Construction contacts
Strong customer service skills
Ability to handle multiple tasks while meeting strict deadlines
Ability to adapt to changing portfolios
Ability to deal with a variety of personality types
Team-oriented
Self-starter
High degree of self-discipline
Flexible attitude and strong work ethic
Friendly and likeable personality
Patient and understanding
Positive Attitude
Conduct yourself in a professional manner when working with a tenant, contractors or public areas of the building.
Ensure a professional appearance including leather shoes, neat hair cut, clean-shaven, bathe regularly and wear the company issued uniforms.

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Major Areas of Responsibility

- Responsible for all repairs and maintenance of the office building, including but not limited to, plumbing, electrical, lights, locks, doors, fire safety equipment, elevators, pest control, landscaping, irrigation, signage, all building equipment, painting, janitorial, parking lot, HVAC, roofing and other miscellaneous tasks necessary to keep the building running smoothly.
- On-site contact for contractors (electrical, plumbing, security, fire safety, elevator, general contractors, pest control, interior and exterior landscaping, HVAC, roofing, locksmith, window blinds, etc.), Fire Marshall, day porter, security guard and visitors to building when property manager not available.
- Negotiate costs on products and supplies for the building on a timely and consistent basis, obtain bids for additional maintenance and ensure adherence to specifications.
- Diagnose and troubleshoot problems and potential problems on all equipment in and around the building.
- Offer feasible solutions when problems arise regarding repairs and maintenance of equipment.
- Operate and maintain the mechanical and electrical systems in the building.
- Analyzes energy usage to determine ways to reduce energy consumption and suggest equipment usages or changes that may facilitate reduced energy consumption.
- Keep records of maintenance and a file of Material Safety Data Sheets.
- Engineers cannot sign work orders over \$500 and must obtain bids on all work to be completed. All bids over \$1,000 must have a purchase order attached and 2 additional bids to compare.
- All overtime must be approved by building manager.

Tasks

- Hanging and removing signage; report anything missing or damaged
- Replace/repair lights and ballasts
- Add/remove access control cards
- Keep roof free and clear of debris
- Walk vacancies and stairwells daily
- Check elevator phones monthly
- Check elevator pits weekly
- Walk restrooms and hallways and report any cleaning issues to day porter
- Repair/adjust locks
- Repair/adjust doors
- Light and touch-up painting
- Windows – check mullans for leaks, check blinds
- Check all janitorial closets, maintenance and electrical closets to make sure clean, clear; all lights off; covers on junction boxes
- Restrooms and common areas must be free and clear of debris; report chips in sink; all latches working properly on restroom doors; all dispensers are full and working properly; graffiti; torn wallpaper or chips in tile; stains, pulls or tears in carpet
- Repair/replace gate arms
- Plumbing – maintain sump pumps, fire pumps and house pumps; repairs to toilets/urinals and fixtures; leaks, pipes, test emergency pumps
- Electrical – all timers; all lights and ballasts including emergency lighting; photo-cell; check batteries; junction boxes; trouble shoot shorts and breaks
- Pest control, elevators, exterior and interior landscaping, HVAC, Roof, Janitorial, Trash – be able to communicate any problems to contractors as they arise.
- Pest control – set bait/traps, identify problems
- Irrigation – shut-off valves; head; pipes; timers; water pressure; water control valves

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- HVAC – change filters; adjust and calibrate thermostats; trouble shoot problems
- Fire safety equipment – assist contractor during yearly inspections of equipment
- Answer questions the contractors have while working in the building
- Perform requests of the tenants that have been approved by property manager
- Report any janitorial/cleaning issues to the day porter
- Report any security issues to the on-site security officer
- Parking areas – check concrete & asphalt for cracks; broken, missing or damaged signs; graffiti; sealing/stripping looking fresh
- Help moving companies and delivery persons on proper building procedures
- Communicate any and all issues to the property manager daily via phone or on-site at the building
- Report any problems or malfunctions or potential malfunctions of any and all equipment to the property manager in a timely basis
- Other duties as assigned