



Chief Building Engineer (Exempt)

Job Description

Responsible for monitoring all building operations, maintenance of mechanical equipment and any duties or projects assigned by property management. It is the responsibility of the Chief Building Engineer at all times to act as primary support to property management in all areas of his or hers responsibilities including the hiring and firing process of personnel. At all times, he will keep in mind that coordination between staff, tenants and property management personnel is of the utmost importance.

Supervision

Reports to: Managing Principal, Vice President Client Services, Senior Property Manager or Property Manager

Responsible for: Building Engineer

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.

Experience: Minimum five (5) 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 and 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



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Major Areas of Responsibility

- Oversee tenant complaints assigned by Management or reported by tenants. Review work order log weekly with engineers.
- Design and oversee preventive maintenance programs and maintain equipment log readings. i.e. Fire Pump, Emergency Generator, Water Treatment, Tenant Logs, IAQ test log to include update and maintain CFC log etc. Notify supervisor of any potential problem or condition that could cause mechanical or personal harm.
- Monitor, report and correct conditions of any improper mechanical installations during construction or mechanical repairs at all time.
- Maintain Building Standards with all trades i.e. General Contractors, Electrical, HVAC, Plumbing, Demo, Phone, Data lines etc. as required. Take appropriate action upon improper installation.
- Understand and know Building Standards.
- Perform various property projects as directed by management.
- Oversee building stock essentials with engineers. (Verify budget restraints.)

Other Job Duties

- Chief is responsible to design engineer duties per site specifics and oversee the Building Engineers on any and all related projects.
- Chief approves all overtime projects. Coordinate and schedule after hour's projects with engineers or contractors as required.
- Provide management with monthly data. i.e. Maintenance reports, Meter Readings, Tool Inventory list and Overtime Air Conditioning building information.
- Oversee delivery of supplies or equipment from local suppliers as needed or required.
- Attend and participate in maintenance and training meetings as directed by supervisor.
- Communicate with property manager on a daily basis (regardless of personal schedule) to discuss daily and weekly priority projects, and any problem areas needing attention.
- Take initiative to delegate priorities to staff engineers or porters. Follow up to verify that jobs or tasks are complete.
- Be cognizant of all mechanical projects or problems at the building and take initiative to make sure that they are solved correctly and in a timely manner. Follow up with property manager and make sure that bases are covered and that everyone involved is aware of any and all complications.
- Take responsibility to verify that all paperwork including meter readings, chiller logs, fire pump logs, etc. and all building related essentials are done. If they are not, take the appropriate actions.
- Chief Engineer to insure that procedures are established, that upon his absence, all building operation should continue as designed. Follow through is of the utmost importance and coordination with the appropriate people is vital to this position.
- Prepare annual maintenance budget for Property Manager's review and approval.
- Approve purchase orders within spending limits for maintenance supplies.
- Maintain Preventive Maintenance program weekly (written).
- Prepare specification packages for capital and operational projects for review and approval Property Manager.
- Supervise ongoing projects and report to Property Manager daily.
- Implement special projects or requests as directed by Property Manager.
- Complete corridor and common area inspections daily. Report or repair any problems found during these inspections.
- Replace light bulbs in common areas as needs, with or without a written work order.
- Continually monitor property for potential safety issues and correct or report same as noted.