

Building Engineer - Industrial

Job Description

To ensure the efficient operation of building systems, 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 or Assistant Property Manager

General Qualifications Required

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

Training Requirements: Participation in HLC engineering training program is required.

Experience: Ability to perform general building repairs in plumbing, HVAC, electrical, sheetrock repair, painting, etc.
Excellent communication skills

Skills/Behaviors: Strong oral and written communication skills are a must
Strong organizational skills with ability to prioritize
Knowledge of all sprinkler systems, alarms, and pump systems
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.

Building Engineer

Major Areas of Responsibility

- Consistently work as the back up to the Property Managers. Assist with Emergencies (**during the day as well as after-hours**).
- Assist with meeting vendors on-site, unlocking/locking doors, respond to tenant generated work orders (when we can help) and follow up.
- Monthly Vacancy Cleaning - Clean vacant units on a monthly basis. Use vacancy checklist and return forms to PM's each month. Cleaning includes vacuuming carpet, dusting mini blinds, cleaning bathrooms and sweeping warehouse.
- Change exterior light bulbs (soffit lights, excluding pole lights). Also replace interior office lights in vacancies (no lift required).
- Repair minor plumbing leaks in vacancies.
- Meter readings
- Graffiti removal
- Minor painting (bollards, curbs (stenciling too), walls, etc.)
- Porter services: trash pick-up and sweeping, low level window cleaning, bird nest removal, cob web removal, pest removal (dead or alive!)
- Sign removal (typically sticker signage left on glass doors or sometimes removal of an old leasing sign.
- Replace photocells / set exterior light time clocks if at ground level
- Adjust door closers
- Wet vac
- Touch up painting around the buildings
- Other light maintenance issues.
- Quarterly Roof Inspections - Inspect the roofs for trash, check roof drains and report any deficiencies you may see. (Low spots, flashing damage...etc)
- Quarterly Riser Room Inspections - Check riser rooms each quarter to ensure they are in good condition, clean and free of any debris. Check fire panels to ensure they are free and clear of any trouble conditions or alarms.
- Perform monthly property inspections. Document using the property inspection checklist, turn in forms to property manager, and follow up on noted items.
- Assist manager in making budget recommendations for repairs and maintenance.
- Assist managers with emergency manuals. Make sure existing site plans are correct and updated. Assist in mapping all emergency equipment for new buildings. New properties should be mapped on a site-plan no later than 30 days after acquired.