
Building Engineer - Industrial

Job Description

Conduct routine property inspections and maintain properties consistent with the owner's objectives and industry standards.

Supervision

Reports to: Director of Engineering, 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 visual building inspections including roofs, parking lots, vacant spaces, etc. Will perform minor repairs in lighting, plumbing, painting, etc.

Skills/Behaviors: Strong oral, written, and electronic communication skills are a must
Strong customer service skills
Ability to handle multiple tasks while meeting strict deadlines
High degree of self-discipline
Flexible attitude and strong work ethic
Conduct yourself in a professional manner
Ensure a professional appearance including neat haircut, clean-shaven, and wear the company issued uniforms
Must have reliable vehicle and be able to transport supplies
Must have cell phone with capabilities to download the HLC supplied mileage tracking and inspection apps
Ability to respond to after-hours emergencies

Major Areas of Responsibility

- Perform property inspections. Document using the supplied audit inspection app and submit to property manager(s)
 - Exterior – Inspect the exterior of the properties for general cleanliness, damages, security issues, etc.
 - Vacant Suites– Inspect the vacant suites to ensure secured, free of leaks (roof, plumbing), general cleaning and lights are operable
 - Roofs - Inspect the roofs for trash, check roof drains, mechanical leaks
 - Riser Rooms - Check riser rooms/fire panels, etc. to ensure they are in good condition, clean and free of any debris with no alarms
- Porter services: trash pick-up, low level window cleaning, pest removal, vacancy cleaning (sweeping/mopping/bathrooms, etc.)
- Change low-level light bulbs
- Minor painting {bollards, curbs, stenciling, graffiti removal, etc.}
- Assist with meeting vendors on-site, unlocking/locking doors
- Other light maintenance issues
- Assist in mapping all emergency equipment for new buildings
- Other duties as assigned