



Building Engineer Office – Houston, TX

About Holt Lunsford Commercial

Founded in 1993, Holt Lunsford Commercial (HLC) is a values-based, customer-focused, full service third party commercial real estate company. We are a fast-growing real estate provider in Dallas, Fort Worth, and Houston. We oversee 100+ million square feet for both private and institutional owners.

IMMEDIATE IMPACT. MEANINGFUL CAREER.

At Holt Lunsford Commercial, we know our success begins and ends with our people. It's the reason we work hard to attract and retain the best and brightest talent. From day one, you will be an integral member of our high-caliber, collaborative team. We will empower you to apply your energy, expertise, and creativity to meet our clients' needs while instilling you with unsurpassed market knowledge and development opportunities to succeed. When you join Holt Lunsford Commercial, you won't simply start a new job - you will build a meaningful and impactful career.

Job Description

The Building Engineer for Office is to ensure the efficient operation of office 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.

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.

General Qualifications & Knowledge/Skills/Abilities:

- High school diploma or higher preferred or equivalent combination of education and experience.
- Min. three (3) years general office building systems experience, **required**.
- Strong written and verbal communication skills with strong organization skills, attention to detail, strong customer service skills, computer skills required include proficiency in Microsoft Office.
- Ability to perform general building repairs in plumbing, HVAC, electrical, sheetrock repair, painting, etc., contract development experience.
- Able to handle multiple tasks while meeting strict deadlines.
- Ability to read and understand blueprints, knowledge of basic building codes, commercial construction pricing and construction contacts.

At HLC, we celebrate diversity and recognize the value it brings to our customers and employees. We are proud to be an equal opportunity workplace.



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Licensing:	Valid Driver's License HVAC certified a plus
Training Requirements:	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