**Building Engineer**

Job Profile

**Job Summary:**

The Building Engineer is responsible for assisting the Lead and chief engineer with maintaining a property (or group of properties) and fulfilling maintenance obligations under the property's management agreement.

It is also the responsibility of the Building Engineer not only to exhibit legendary customer service when communicating with tenants, owners, and vendors but also to focus on productivity and results.

**ESSENTIAL JOB FUNCTIONS:**

OPERATIONAL RESPONSIBILITIES:

* Assist with the activities associated with a property or group of properties as directed by chief engineer and property manager.
* Supervise vendors (landscaping, janitorial, etc.) and maintenance staff.
* Assist with regular property inspections and complete inspection report.
* Interface with tenants and vendors in daily operations of the building.
* Respond positively and promptly to all tenant maintenance requests.
* Perform preventative maintenance work on mechanical, electrical, plumbing and HVAC related equipment. Are being resolved and are to the satisfaction of the tenants and owners.
* Monitor and replace light fixtures as needed
* Show space to prospective tenants when requested
* Provide information for budget preparation
* Miscellaneous duties or projects as assigned by the PM and SPM
* Troubleshoot operations failures and re-establish building services
* Respond immediately to emergency situations (fire, evacuation, equipment failure, etc.) and customer concerns
* Comply with all applicable codes, regulations, governmental agency, and company directives as relates to building operations and practice safe work habits

**REQUIREMENTS:**

* High school diploma or GED equivalent
* Valid Driver’s License and Insurance Card
* Microsoft office programs and knowledge of EMS systems
* Must have ability to stoop, stand, climb, frequently lift a minimum of 50 lbs. of equipment (pumps, tools, ladders) and safely install rigging/lifting
* Thorough knowledge in all building systems operations, maintenance and repair
* electrical license, HVAC and plumbing certifications or Boma/Irem designations (preferred)

**Experience:**

At least 3 years of recent property maintenance experience with the Commercial or Flex/industrial properties.