

Position Title: Building Maintenance Engineer

Department: Property Management

Reports To: Senior Property Manager

This position traditionally works Monday through Friday, 8:00 a.m. to 4:30 p.m., with one-half hour (unpaid) for lunch. Schedule may vary by property assignments. This position is also on call 24 hours per day, seven days per week on a rotating basis.

Duties and Responsibilities:

Basic functions include troubleshooting and performing maintenance of all equipment, building and grounds for various properties:

1. Electrical
 - a. Changes lights, ballasts and starters (fluorescent, metal halide, mercury and high-pressure sodium)
 - b. Changes switches, covers, receptacles
 - c. Changes exit light transformers, batteries, etc.
 - d. Operates Fluke multi-meter
2. Plumbing
 - a. Repair/replace faucets and valves, clean out drains, repairs toilets, partitions and restroom accessories, etc.
3. Cleaning
 - a. Cleans mechanical rooms, maintenance office
 - b. Picks up trash and cigarette butts outside and around building
 - c. Sweeps and washes sidewalks
4. HVAC
 - a. Programs and runs chillers, boilers and heat pumps
 - b. Conducts daily chiller and boiler readings and inspections
 - c. Takes daily cooling tower water samples and adjusts chemical feed or blow down to maintain good water quality, cleans, troubleshoots and repairs as needed.
 - d. Troubleshoots and repairs VAV and fan-powered boxes with electric heat, dampers and damper motors, rooftop exhaust fans, etc.
 - e. Conducts PM on all HVAC equipment except chillers (grease bearings, change filters, etc.)
 - f. Operates and programs any computer HVAC programs
5. General Maintenance
 - a. Repairs/replaces locks, hinges and latches
 - b. Replaces ceiling tiles
 - c. Performs minor carpentry work

6. Snow Removal
 - a. Troubleshoots and repairs snow removal equipment, i.e. snow blower and plow
 - b. Hand shovels and plows as required

7. Landscaping
 - a. Trims trees and bushes
 - b. Pulls and sprays weeds

8. Life/Safety
 - a. Must be able to learn and be knowledgeable of building(s) fire panels and related equipment as well as security control systems

9. Administrative Duties
 - a. Manage daily work orders per department policy and in a timely and professional manner including Acknowledge, Suspend, Complete entry requirements
 - b. Request PO for any purchase amount over \$100 per department policy
 - c. Secure three competitive bids for all work and contracts in excess of \$500
 - d. Be aware of and assist in the implementation of annual budget programs for R&M, Capital projects, Contracts and Supplies
 - e. May be assigned portfolio oversight of one or more of the following:
 - i. Ensuring that monthly meetings are scheduled between maintenance and managers
 - ii. Generator Load tests
 - iii. Auto inventory/Tags
 - iv. Tool/Equipment inventory
 - v. Ice Melt purchasing
 - vi. Elevator certificates
 - vii. Certification requirements/Continuing Education Reminders
 - viii. Security/Access Training and Instructions
 - ix. OSHA meetings

10. Other duties as assigned.

Special Requirements:

- Two years' minimum commercial maintenance experience
- SMT, SMA designations, CFC certification and plumber's license preferred
- Ability to work at heights up to thirty (30) feet.
- Good working knowledge of all HVAC equipment.
- Ability to work long hours outside in winter.
- Ability to lift 100 lb. containers of ice-melt.
- Ability to communicate well with tenants, contractors, coworkers
- Working knowledge Windows, Procom+ and Microsoft Office software
- Must have and be able to operate a cell phone with data capabilities
- Must possess valid Iowa driver's license and an excellent driving record with ability to drive company-owned vehicles to various properties
- On call 24 hours a day, seven days a week on a rotating basis
- Ability to work in team environment