

## **Maintenance Engineer**

Reports to the Project Manager or Chief Engineer. Keeps property in clean and orderly condition and repairs and maintains all interior and exterior common areas, roof, vacant suites, and other tasks required under tenant's leases.

### **DUTIES AND RESPONSIBILITIES**

- Performs routine building, grounds and equipment maintenance under the direction of the Project staff.
- Investigates tenant complaints as dispatched by the Project staff as a priority in their schedule. Takes corrective action as required. Checks with the Project Manager and/or Chief Engineer to review the priority of maintenance work orders.
- Assists in or completes tasks in the operation of property equipment and systems, as directed by the Project Manager and based on third-party contract responsibilities.
- Performs preventative maintenance duties such as filtration system changes, greasing and oiling of motors, gears, etc. light fixture ballast replacement, inspects and adjusts belts and pulleys and related building fixtures and equipment repairs.
- May provide guidance to service and construction contractors in the performance of their duties.
- Works with the Project Manager to establish and maintain schedules for routine maintenance; coordinates maintenance with contract vendors pursuant to the project contracts and leases.
- Keeps an accurate record of all plumbing, HVAC, roofing, asphalt work performed on the property.
- Weekly, makes a thorough inspection of the entire property noting any maintenance or mechanical problems requiring repairs.
- Removes debris including pallets, papers and trash from common areas. Sweeps sidewalks, common areas, courtyards, stairways and trash enclosures.
- Keeps all electrical rooms clear of debris and ensures that no items are being stored in the electrical rooms.
- Reports to the Project Manager any repairs, maintenance, or mechanical problems and recommends plan of action.
- Assists in obtaining bids on contracted repair work.
- Monthly - walks the roofs, cleaning all debris and leaves and removes all objects from the roof (i.e. nails, screws, old filters and motors, discarded building materials, etc.). Cleans all roof drains and gutters. Observes any deficiencies which require tenant or landlord repairs and advises accordingly.
- Knows and adheres to all safety procedures, understands and adheres to all OSHA required safety procedures. Ensures all Lock-Out/Tag Out procedures are being adhered to and are posted properly.

- Understands and oversees tenant improvement work to protect the project from damage; manages tenant improvement work as needed and directed by Project Manager.
- Assists in implementation of tenant relations programs which provides timely, positive responses to the tenants' needs and requests.
- Participates in staff and safety meetings.
- Maintenance personnel are on call 24 hours per day to handle emergency repairs. This may be established by schedule if sufficient personnel are available.

## **SKILLS**

- Language: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Mathematical: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Computer (basic level): Windows, Microsoft Outlook, Excel and Word programs.
- Must be detail-oriented, flexible, and multi-task oriented;
- Strong organization and people skills;
- Ability to appear for work on time;
- Ability to follow directions;
- Ability to interact well with co-workers and customers (includes tenants, vendors, etc.)
- Ability to understand and follow posted work rules and procedures.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, climb or balance, stoop, kneel, crouch, or crawl; hear; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is generally moderate.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience. Must have knowledge of safety procedures related to job tasks.