



MELVIN MARK
EST. 1945

JOB POSTING

JOB TITLE: **Building Systems Coordinator**

EXEMPT NON-EXEMPT

DEPARTMENT: **Operations**

SALARY: **DOE**

REPORTS TO: **Engineering Manager**

POSTED: **May 2021**

ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of more than 3.7 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Construction Company, and Melvin Mark Brokerage Company.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental/vision, professional development, parking, an annual TriMet pass and much, much more! Are you interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at www.melvinmark.com.

JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job or job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

The Building Systems Coordinator is responsible for keeping our building system technology fully integrated for the portfolio of properties, as well as the daily operation and maintenance of assigned properties, ensuring that they meet standards for safety, appearance, and overall functionality.

ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable and denote with an asterisk. Essential functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

- Must stay abreast of the latest technologies as it relates to building systems and equipment and understand how to apply and use those technologies
- Will work as the liaison between the internal IT team, engineering team, and property management team, and our IT contractor
- This position provides technical expertise in identifying, evaluating, and developing systems and procedures that are cost effective and meets user requirements
- Will support annual budget planning with recommendations for building system software upgrades and technology improvements
- The individual in this role will help to plan and coordinate various IT projects across portfolio of properties is a standard part of the job
- Will provide training and troubleshooting support to users in the area of building technology
- Responsible for performing building technology system administration

- Coordinates all telecommunications contractor relationships effectively to ensure service expectations and contact obligations are met and costs are within budget
- Will effectively use the computerized maintenance management system to record and track all work, completing work and closing work orders in a timely manner
- Performs general preventative interior and exterior maintenance
- Monitors energy and utility usage
- Assists with tenant improvements and alterations
- Inspects vacant spaces regularly to ensure that they are in show ready condition
- Creates and maintains related documentation
- Communicates with supervisor and/or Property Manager the needs of tenants and concerns relating to building operations
- Other duties as assigned

CORE COMPETENCIES

Describe the core competencies of this job. Include the *key characteristics or competencies* which are required to achieve success in this job.

Our ideal candidate will:

- Be able to demonstrate strong technology knowledge with good understanding of IOT, networks, IT systems and software and HVAC technology systems and/or ability to expand knowledge in these areas
- Possess strong problem-solving and analytical skills
- Demonstrate the ability to review proposals, compare proposals and provide recommendations
- Be able to plan and prioritize work activities effectively
- Have excellent communication skills, both written and verbal
- Work independently and proactively
- Possess mechanical abilities, including a basic understanding of HVAC systems
- Be willing to work in the job conditions required of the position (see below)
- Value the importance of great customer service
- Maintain confidentiality in all communications

KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Minimum of four years' experience in a Class A or Class B building maintenance position, multi-family building environment or in a construction trade position where the skills transfer
- Experience working with various technologies including:
 - BACnet network communication protocols
 - Variable frequency drives
 - Chillers plant controls
 - Direct Digital HVAC controls
 - Understanding of remote access for BMS or access control systems
 - Microsoft Outlook, Excel, Word, or similar applications
- **BOC I & II**- Building Operators Certification is required
- Must have **SMT** (Systems Maintenance Technician) and be working towards **SMA** (Systems Maintenance Administrator) through BOMA
- Must complete **EPA/Refrigerant** certification within 90 days of hire
- CPR certified, required (we provide training)
- College degree preferred

JOB CONDITIONS

The individual in this position needs to move around a large office building, occasionally ascending/descending ladders, and moving a variety of items/equipment up to 50-75 pounds. This person must also be adept at communicating and exchanging information with tenants, co-workers, and vendors. Position will require frequent exposure to outdoor weather conditions. There is a high noise environment in mechanical rooms when chillers are operating. Some exposure to concentrated particulates during perimeter unit cleaning. Also, some extreme stretching, bending when inspecting perimeter units.

This is an essential services position and, as such, this individual is often called upon to assist in the welfare of our tenants and the safety of our buildings in emergency situations, such as severe weather occurrences, etc.

Working on-call evenings and rotating weekends required.

All building staff may be subjected to a separate security clearance/background check by Federal, State or Municipal tenants.

HOW TO APPLY

Please send resumes and cover letters to:

Kim Barnett, VP of Human Resources

kbarnett@melvinmark.com

(No phone calls, please)

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.