

Building Services Specialist

Essential Functions:

- Provide technical assistance, facilitates and advises the Field Office Manager on building operating systems including but not limited to HVAC, electrical, energy management, plumbing, fire safety, vertical transportation systems (elevators/escalators), security and controls. In addition, provide technical oversight for exterior building maintenance, window washing, landscaping and related exterior systems.
- Analyze building system problems or deficiencies and recommend corrective actions based on developing required data to identify causes of problem using personal knowledge and experience, building equipment history, operation, repair and other data.
- Conduct analysis of contracts, energy consumption, building system operations and maintenance operation programs and schedules to ensure asset preservation and customer satisfaction.
- Prepare, monitor, inspect and assist in the administration of a variety of contracts for maintenance and construction projects. Prepare specifications, statement of work, and drawings for Property Management Team major and minor repair work; including systems operating modifications. Inspects and conducts performance tests on repaired and modified equipment to insure contract conformance. Review and analyze plans, drawings specifications and project directives to ensure that the proposed design for new construction and major repair contracts includes features required for economical maintenance and optimum performance on building mechanical systems and associated equipment. Monitor new construction contracts to ensure contract compliance for optimum equipment effectiveness. Monitor operation performance during contract warranty periods in unison with the Design and Construction Division and ensure corrective action on defects.
- Coordinate and facilitate customer activities and reimbursable work by adjusting and monitoring building systems and coordinate the delivery of services and materials.