

Job Title: BUILDING ENGINEER  
REPORTS TO: Chief Engineer, Property Manager  
Employment Status: Full Time Hourly

**QUALIFICATIONS:**

Having the knowledge and experience in the operations and maintenance of commercial buildings. The understanding of operations for: boilers, pumps, chillers, piping, valves, VAV boxes, cooling towers, fans motors, chemical water treatment, Pneumatics controls and control logic systems. Fire life safety, sewage ejection systems, domestic water systems, plumbing, electrical power distribution, electrical controls, EMS trouble shooting, starters and the ability to read schematics and trouble shoot all facility systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The main duties of the position are as follows however additional responsibilities may be assigned or changed.

Preventive maintenance procedures; inspect and make sure maintenance is being performed properly.

Maintain the tool department; assets are in good condition and accounted for. Inform supervisor of repairs or replacements needed. Secure and bench stock and spare parts are available after use.

Maintain the building automation system for proper operation and make schedules changes as required.

Maintain water treatment program for all open and closed loop systems and testing daily.

Engineering areas, physical plant, fan rooms, shop, tool room and storage rooms etc. are kept in clean and neat order.

Knowledgeable in all areas of safety, including safety equipment, lock out tag out and hazardous material procedures.

Must have good customer service skills with staff, tenants, vendors and owners.

Be familiar with roof access to each building, water and gas shutoffs, lighting controls, fire alarm stations, irrigation.

Meet contractors and assist in overseeing their work when chief engineer needs assistance.

**EDUCATION AND EXPERIENCE:**

High school diploma or general education degree (GED) and Five years' experience at HVAC/ facilities engineering field. Completion of a certified HVAC school or apprenticeship program and universal certification as a CFC technician.

## **LANGUAGE AND COMMUNICATION SKILLS**

Must be able to read, write, speak and comprehend English effectively to understand written and verbal instructions, SOPs, etc.

## **REASONING ABILITY**

Ability to make good common sense decisions and understand the defined lines between Owner responsibility and Tenant responsibilities. Able to offer solutions and think outside the box.

## **OTHER SKILLS AND ABILITIES**

Reliable and dependable.

Organized.

Self-motivated and proactive.

Positive attitude.

Customer service orientation.

Able to take direction

Previous OSHA or safety training a plus