

BUILDING ENGINEER I
Property Management Division

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| <u>Position/Title:</u> | Building Engineer I |
| <u>Status:</u> | Non-exempt |
| <u>Accountable To:</u> | Senior Property Manager, Property Manager, Lead/Chief Engineer |

Scope of Responsibilities:

In cooperation with the entire Property Management Team, the Building Engineer I will work to meet the on-going maintenance demands of the Team to assure a high level of professionalism regarding all portfolio maintenance requirements, including timely response to and resolution of any tenant or owner requests or concerns.

Primary Duties and Responsibilities:

- Support the development and implementation of the preventive maintenance program for portfolio.
- Perform scheduled maintenance and repairs in accordance with license(s) held.
- Perform scheduled inspections; complete and turn in inspection checklist.
- Note items on inspection checklist which require additional follow up.
- Ensure and maintain quality appearance of property.
- Effectively respond to and resolve tenant service requests in accordance with license(s) held.
- Work as a team member to provide feedback concerning needed repairs, special services, etc.
- Provide assistance to other Engineers as needed and requested.
- Be capable of performing all duties of Maintenance Technician and Building Engineer.
- Delegate tasks/duties to other Engineers if required.
- Interact with and ensure quality of work performed by contracted vendors.
- Review/implement and monitor scope of services/specifications for contracted services.
- Develop specifications for contracted services, in conjunction with other member of the Management Team.
- Positive interaction with building tenants and occupants.
- Support annual operating and capital budgeting process as directed.
- Utilize effective written and oral communication.
- Maintain a safe, clean work place and work in a safe manner
- Be aware of and report any potential safety hazards

Desired education, skills, experience and personal characteristics:

- Demonstrated working knowledge of typical office building systems, to include:
 - Mechanical
 - Fire and life safety
 - Electrical
 - HVAC
 - Plumbing
 - Security Systems
- Operate computer hardware/software
 - HVAC
 - Security
 - Microsoft Office Suite
- Effective time management practices.
- Proactive problem solving ability.
- Positive approach to building maintenance requirements.
- Three (3) to five (5) years previous experience in office building maintenance or related fields.
- Ability to prioritize and manage multiple tasks effectively.
- Willingness to learn on a continuing basis.
- Demonstrated ability to "think on your feet".
- Ability to read and understand construction drawings and diagrams.
- Demonstrated ability to work as a team member.
- Ability to follow-through and complete projects.
- Demonstrated ability to treat customers, vendors and co-workers in a courteous and professional manner

Supervision Exercised: None

Minimum Requirements:

- Hold 07C electrical certification.
- High school graduate or G.E.D.
- Clean driving record.
- Available to work occasional overtime and provide after hours on-call response (pager/cell phone) on a rotational basis.
- Evidence of automobile liability insurance coverage and valid Washington state driver's license.
- Ability to pass background screen and drug test.
- Bondable.
- Provide appropriate small hand tools as needed.
- Appropriate, dependable vehicle capable of carrying tools and equipment required to complete assigned tasks. Equipment may include pressure washers, hand tools, power tools, ladders, etc.
- Clean, neat appearance in accordance with GVA Kidder Mathews dress code.