

# Building Maintenance Engineer:

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The Building Maintenance Engineers provides mechanical support for assigned buildings. This role has wide ranging responsibilities, including low/medium voltage power, HVAC system and controls, mechanical system troubleshooting, preventive maintenance, emergency response, general maintenance, carpentry, touch up painting, plumbing system, and vendor management. A primary responsibility of this position is being the face of Menashe Properties when interacting with our tenants and clients.

This position requires the employee to be on-call for after-hours emergencies.

# Building Maintenance Engineer

## Reports to:

Chief Building Engineer and Real Estate Managers.

## Date:

January 30, 2018

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## JOB DESCRIPTION

### Summary/Objective:

Utilizes advanced skills to perform complex preventive maintenance and corrective repair of buildings, industrial systems, equipment and grounds. Working under limited supervision, monitors building system operations and performance. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling.

### Essential Functions:

- Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety.
- Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.
- Conducts preventative maintenance on building equipment.
- Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, snow removal, remodeling, HVAC, plumbers, and cleaning.
- Performs assigned repairs, emergency and preventive maintenance. Completes maintenance and repair records as required.
- Reviews assigned work orders. Estimates time and materials needed to complete repair. Orders necessary materials and supplies to complete all tasks.
- Maintains an energy management program to ensure measures are taken to operate all systems in the most efficient manner to keep operating costs at a minimum.
- Maintains the building lighting system, including element and ballast repairs or replacements.
- Performs carpentry, furniture assembly and locksmith tasks as needed.

- Responds quickly to emergency situations, summoning additional assistance as needed.
- Maintain good housekeeping and safety of work areas.
- Recognize danger and safety hazards; propose methods to eliminate them
- Performs other duties as assigned.

**Competencies:**

- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Ability to write routine reports and correspondence.
- Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.
- Ability to effectively present information to an internal department and/or large groups of employees.
- Requires basic knowledge of financial terms and principles.
- Ability to calculate simple figures such as percentages.
- Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. Requires intermediate analytical skills.

**Supervisory Responsibility:**

No formal supervisory responsibilities in this position. May provide informal assistance such as technical guidance and/or training to coworkers. May coordinate work and assign tasks.

**Work Environment:**

This job operates in a professional office environment, in the greater Portland Metro area. Menashe Properties is a long established Portland firm looking to expand its team for the future. Innovation, transparency, and being dedicated to the team is what drives our company to success.

**Physical Demands:**

Physical requirements include stooping, standing, walking, climbing stairs / ladders and ability to lift / carry heavy loads of 50 lbs. or more.

**Position Type/Expected Hours of Work:**

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 4:00p.m (hours may vary based on agreement with supervisor). On call for emergency situations.

**Travel**

Travel to and from properties required in the Portland and surrounding areas.

**Required Education and Experience**

- High school diploma or general education degree (GED)
- A minimum of four years of related experience and/or trade school training.

### **Preferred Education and Experience**

- Universal CFC certification is preferred.
- Additional certification in one or more of the following: electrical, mechanical, HVAC and refrigeration systems, process controls, mechanical power transmissions, painting, plumbing, carpentry or engine repair.
- Certifications/licenses as may be required by local or state jurisdictions.
- Experience with Yardi.

### **Additional Eligibility Qualifications**

- Uses personal computer and / or PDA for work order system, email, ESS and training. Basic skills with Microsoft Office Outlook.
- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.