



Building Engineer

SUMMARY:

The Building Engineer is responsible for the operation and maintenance of all building equipment, property grounds, HVAC, building automation system, plumbing repairs, electrical repairs, and reports directly to the property manager.

ESSENTIAL JOB DUTIES:

- ❑ Perform all plumbing, electrical, and HVAC requirements of the buildings
- ❑ Performs routine maintenance, energy management evaluations, and service call maintenance according to work orders received and has the ability to prioritize according to the level of importance.
- ❑ Monitor and adjust all mechanical/pneumatic equipment, direct digital controls, control gauges, distributor panels, valves, thermostats, diffusers and other equipment necessary to provide a comfortable environment for the buildings.
- ❑ Implement a preventive maintenance program.
- ❑ Develop/maintain effective building maintenance and safety procedure manuals and enforce compliance.
- ❑ Responsible for maintaining the daily housekeeping and appearance of equipment and engineering rooms.
- ❑ Maintain the cleanliness of vacant suites
- ❑ Maintain heaters, chillers, pumps, fan coil units, etc.
- ❑ Inspect mechanical room equipment, fan room equipment, cooling towers, all motors, house pumps, backflow preventers, electrical room equipment, sump pumps.
- ❑ Document, report, and communicate activities.
- ❑ Respond immediately to emergency situations and customer concerns.
- ❑ Inspect buildings, grounds, and equipment to ensure their condition is working and safe
- ❑ Maintain and operate life safety/fire systems.
- ❑ Comply with all applicable codes, safety regulations, OSHA guidelines, to ensure the work environment is safe
- ❑ Develop and maintain positive relationships with internal/external customers and facilities.

ADDITIONAL RESPONSIBILITIES:

- ❑ Assist property manager in budget preparation and requests for proposals
- ❑ Follow through on assignments and communication of assignment progress
- ❑ Provide monthly meter readings for overtime HVAC and electricity Tenant billbacks.
- ❑ Communicate by cell phone and email.
- ❑ Basic computer skills, Windows based software and Angus Work Order System preferred
- ❑ Must have a thorough understanding of HVAC, electrical, and building automation systems
- ❑ Ability to interpret mechanical and electrical blueprints and schematics
- ❑ Build and maintain effective relationships, managing differences of opinion, joining team meetings, and sharing ideas



Building Engineer

SUPERVISORY/MANAGEMENT:

- ❑ Supervise engineering staff, day porters and security officers.
- ❑ Responsible for non-work hour technical interventions at the property – on call and /or connected by computer link.
- ❑ Delegate and supervise technical work.

REQUIREMENTS:

Education:

- ❑ High school diploma or GED equivalent
- ❑ City of San Antonio Electrical Maintenance Technician's permit

EXPERIENCE:

- ❑ Minimum 5 years building engineering/facilities management experience
- ❑ Appropriate license/permit for trade as may be required
- ❑ State Driver's License is required.

PHYSICAL REQUIREMENTS:

- ❑ Standing, climbing and lifting of a minimum of 50 lbs. of equipment
- ❑ Maybe required to work extended periods of time when responding to priority/emergency situations and on call duties

Please email a cover letter, resume, and salary expectations to:

- Adrienne Farrell
- Email: afarrell@hanover-partners.com