

## JOB DESCRIPTION

**Position:** Assistant Chief Building Engineer  
**Industries:** Commercial Real Estate Property  
**Experience:** 5 + years' experience in Commercial Property Maintenance  
**Property:** Approximately 200,000 sf, two office buildings "Class A" Property  
**Reports to:** Corporate Operations Manager, and the Property Manager  
**Salary:** \$70,000 - \$75,000 annually  
**Time Frame:** This is an immediate need!  
**Status:** Direct Hire | Full Time | Full Benefits

### Experience/Essential Duties:

Thoroughly experienced in Central plant operations, including chillers, boilers, a/c split systems all cooling, heating and venting equipment, pumps, hot water heaters, building automation systems; fire alarm systems; sprinkler systems; plumbing systems and components. Must be able to perform repairs to the buildings plumbing systems, lighting systems, replace electrical motors, and trouble shoot electrical problems within the facility.

The properties are located close together, inner NE San Antonio.

- Provide direction to and implement the maintenance programs for efficient mechanical operations, adequate building and grounds cleanliness, and the implementation of preventative maintenance programs to insure preservation and upkeep of the facility
- Determines the extent of repairs, and necessary corrective measures
- Regularly inspects tenant spaces, public areas, storerooms, utility rooms, basements, stairways, and grounds to ensure that the building cleanliness is adequate, and grounds are maintained
- Responsible for job assignments, explanation of employee duties and responsibilities, and informing operating staff of policies and procedures
- Establish a working relationship with property management
- Maintain basic administrative files and records relevant to the building operations and tenants
- Respond to tenant service requests
- Be willing/able to perform duties without direct supervision
- Supervises day porter staff

### Qualifications:

- HS diploma or GED, or equivalent combination of education and experience
- Three years' experience in MEP/building engineering
- Universal CFC Certification a plus
- Working knowledge of Angus or other work order system
- Knowledge and compliance with all City codes, renewing permits, scheduling inspections
- Experience reading and interpreting documents such as blueprints, safety rules, operating and maintenance instructions

### Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to fingers; handle; feel or operate objects; tools or controls and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel; crouch or crawl; talk or hear, see, and smell. The employee must occasionally lift and/or move up to 15 pounds, frequently lift and/or move up to 50 pounds.

**Please send resumes to:**

**Shawna Hobbs at Corbett Personnel Services, Inc.**

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