

Transwestern Real Estate Services adds value for investors, owners and occupiers of all commercial property types through comprehensive solutions grounded in sound market intelligence. Part of the Transwestern companies, the firm applies a consultative approach to Agency Leasing, Asset Services, Occupier Solutions, Capital Markets and Research & Investment Analytics.

Our firm's award-winning culture and reputation for exceptional service are built on a common purpose – *Empowering Good People to do Extraordinary Things Together*. This unique approach, reinforced by the hiring of smart, passionate, hard-working people who understand the benefits of both collaboration and independence, create value for our team members and clients every day.

POSITION SUMMARY

The Assistant Building Engineer is responsible for completing work orders, grounds maintenance, painting, caulking, HVAC, plumbing, drywall, electrical and completing maintenance on buildings as needed. Under the supervision of the Chief Engineer, the Assistant Engineer will perform general preventive maintenance and corrective repair of buildings, industrial systems, equipment, and grounds.

POSITION ESSENTIAL FUNCTIONS

- Assist with troubleshooting and repairs of buildings and installed systems to include, but not limited to plumbing systems, kitchen equipment, roofs, drains and HVAC.
- Perform general preventive maintenance and corrective repair of buildings, industrial systems, equipment, and grounds.
- Maintain all equipment as required per preventive maintenance programs.
- Inspect building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.
- Respond quickly to emergency situations, summoning additional assistance as needed.
- Maintain 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.
- Maintain the building lighting system, including element and ballast repairs or replacements.
- Perform other duties as assigned.

POSITION REQUIREMENTS

Education:

- High school diploma or general education degree (GED) and a minimum of two years of related experience and/or trade school training or equivalent combination of education and experience.

Experience:

- A minimum of 2 years building maintenance experience.

Technical Skills:

- Thorough knowledge in all building systems operations, maintenance and repair.
- Valid Driver License.
- Obtain City of San Antonio Electrical Maintenance Technician permit.
- Knowledgeable in energy management systems, techniques, and operations.



- Basic skills with Microsoft Office Outlook, Word, and Excel.

Personal Skills:

- Must have a thorough understanding of HVAC, electrical and building automation systems.
- Ability to understand and give general instructions in standard situations.
- Strong organizational and analytical skills.
- Strong customer service orientation.
- May require shift work, overtime and/or on call duties.

Physical Skills:

- Stooping, standing, climbing and frequent lifting of a minimum of 50 lbs. of equipment (pump, tools, ladders) and ability to safely install rigging/lifting device.
- May be required to work extended periods of time without relief when responding to priority/emergency situations (including overtime type assignments).
- Climb ladders and stairs.

TEAMWORK APPROACH

A detailed list of position responsibilities has been developed so that expectations are clearly communicated. However, it is rarely possible to provide a list that will capture all possible projects and assignments. Team members are expected to assist with additional assignments that may be requested by direct supervisors, and to lend assistance to other members of the team, when appropriate.

Team Member Signature

Date

Please forward all resumes to Jeannine Bean at **Jeannine.Bean@transwestern.com**.