



**Job Title** : Operating Engineer

**Reports To** : Chief Engineer

**Summary of Job Description:**

The Operating Engineer supports operation, inspection, and maintenance processes to mechanical, electrical and plumbing equipment and systems in assigned facilities. Performs inspections and repairs to assigned property interior and exterior areas, including walls and flooring, installed fixtures, roofing systems, lighting, etc.

**Primary Responsibilities:**

- Supervises and directs contractors and monitors performance of their assigned responsibilities. Performs and/or directs the performance of all maintenance service requests, ensuring that work performed in these areas is accomplished efficiently with a minimum amount of disruption and inconvenience. Manages contractors, including selection, scheduling and job assignments, appraisals, and recognition.
- Maintain lighting system bulbs and ballasts
- Assist the operations team in the maintenance and repair of building and equipment
- General interior maintenance – hang pictures, repair office furniture systems, etc.
- Minor plumbing repairs
- Completes special tasks that include but are not limited to; painting, locksmith work, tenant services requests, and general maintenance as assigned.
- Moves office furniture, machinery, equipment, and other materials as requested
- Perform assigned facility inspections and due diligence efforts, reporting on as found conditions impacting satisfactory client occupancy and operations.
- Respond effectively to all emergencies.
- Comply with all safety procedures, maintaining good housekeeping and safety of work areas. Recognize danger and safety hazards and propose methods to eliminate them.
- Complies with all policies for the safe storage, usage, and disposal of hazardous materials.
- Participate in ongoing technical, safety, and operational process training programs
- Maintains a clean and safe work environment and maintain compliance to State, County, or City Ordinances, Codes, or Laws.
- Documents work performance and materials procurement as directed, using work order system
- Other assigned operational tasks as may be typically expected of the Building Engineer role.

**Qualifications**

- Candidate must possess and maintain a valid state driver's license.
- Completion of an applicable technical training program is desirable, have a minimum of one (3) years of applicable working experience in general building repair and maintenance, basic plumbing, and basic electrical.
- Must have ability to lift a minimum of 50 lbs., use ladders up to 30 ft, possess mechanical and electrical aptitude, and have excellent communication skills in English, both oral and written.
- Candidate must possess and provide own basic hand tools required to perform assigned work scope, while other tools and equipment are provided on service vehicle
- High school diploma or GED equivalent
- Ability to comply with both Jones Lang LaSalle and client-directed Policies & Procedures.
- Successful candidate must be self-motivated who can work independently or on a team.