

JOB TITLE:	Maintenance Engineer II
DEPARTMENT:	ECR Management
REPORTS TO:	Director of Property Management and Senior Property Manager assigned to the property
EMPLOYMENT STATUS:	Full-Time; Hourly
FLSA:	Non-Exempt

ECR Management is looking for a motivated self-starter who is ready to serve as Maintenance Engineer II in support of the engineering and property management teams. This candidate will possess problem solving skills, the ability to multi-task, great communication skills, and a kind and sincere approach to customer service. Our team is dedicated to providing excellent service to our clients, tenants, vendors and each other. We strive to make a difference and do so together. If this sounds like you and the type of team you would like to be a part of, we look forward to reviewing your application.

JOB SUMMARY:

Responsible for performing general cleaning, preventative maintenance and routine building maintenance tasks which may include light carpentry, electrical, HVAC, plumbing, drywall, painting, etc. Responsible for shift operations, directing vendors and subcontractors, and ensuring building operations are maintained to company standards. Required to work nights and weekends when on-call for building emergency related needs. This role is customer facing and the ideal candidate will excel at customer service and verbal communication.

KEY RESPONSIBILITIES:

- Inspects buildings, grounds, roofs and other structures to determine needed repairs. Provides notes, pictures and recommendations to team.
- Inspects building systems including fire/life safety, plumbing, HVAC, and electrical to identify needed repairs or preventative maintenance needs. Provides notes, pictures and recommendations to team.
- Reviews assigned work orders, estimates time and materials needed to complete repairs, performs assigned repairs, emergency and preventative maintenance. Completes maintenance and repair records as required.
- Performs building maintenance such as
 - minor electrical (i.e. repair/replace light fixtures/ballasts, repair/replace minor appliances, etc.)
 - minor plumbing (i.e. repair of leaks, unclogging drains/toilets, repair of faucets, minor repair of exterior plumbing equipment, etc.)
 - minor mechanical maintenance (i.e. troubleshooting of building units to detect deficiencies, changing of filters, replacing thermostats, etc.)
 - minor painting, carpentry and masonry work (i.e. preparing surfaces (walls, floors, doors, siding, overhangs, EIFS, etc.) and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.)
 - Prepares vacant spaces prior to leasing tours (ensures cleanliness, turns on lights, etc)
- Coordinates, oversees and inspects work performed by outside contractors, vendors, engineers and others
- Responds to all emergency situations (fire, flooding, evacuations, power outages, equipment failure, etc.) and customer concerns in a timely manner
- Adheres to work safety as required by local ordinances, national laws, government agencies, building codes, and established policies and procedures of the company
- Assists in implementing preventative maintenance and makes recommendations for improvements
- Orders parts as needed and maintains required documents (e.g. receipts, work tickets, completed work orders, invoices). Ensures inventory of supplies and tools are adequate to complete all tasks.
- Administers inventory control program for purchased parts and supplies.
- Responds quickly to building related maintenance emergency calls afterhours on an as-needed basis. On-call calendar rotation is utilized for all engineers.
- Adds work orders through IMPAK or other maintenance software. Updates notes and hours worked, and completes work orders in a timely manner
- Communicates with team regarding property and tenant needs as well as repair options and problem solutions
- Maintains ongoing, effective communication with tenants, owners, vendors and team members



JOB DESCRIPTION

- Maintains clean work areas which may include vehicle, desk, building mechanical/electrical/elevator equipment rooms and building closets
- Maintains accurate timecard records on a daily basis through software provided
- Maintains and submits monthly mileage reports
- Performs other work-related duties as assigned

EDUCATION & EXPERIENCE:

- Minimum of 4 years working experience in Facilities or Building Maintenance for Commercial Real Estate
- High school education
- Technical / Trade school certification, a plus

OTHER REQUIREMENTS:

- Must be able to work early mornings, evenings and weekends as required
- Color vision and Hearing
- Ability to push minimum 100 pounds (power cleaning appliances); ability to lift minimum 50 pounds (trash and supplies); ability to climb ladder and safely install rigging/lifting devices; and ability to move quickly around and between properties, floors and departments to facilitate work
- Bending at the waist, sitting, kneeling, stooping, standing, laying horizontally, climbing, walking, crouching, reaching, etc., as job may require
- Owns working vehicle and possesses Valid Texas Driver's License
- Owns working smart phone (cell phone allowance offered as detailed in employee benefits)

KNOWLEDGE OF:

- IMPAK or other maintenance software and time keeping software
- Outlook (email, calendar), general computer and smart phone usage (internet, software and apps)
- Microsoft Office a plus
- Building and facilities maintenance, Carpentry, Electrical, HVAC, Plumbing, Fire alarm and other fire/life safety systems, and Energy Management Systems (EMS)

ATTRIBUTES:

- Positive attitude, the ability to communicate effectively with a team, willingness and drive to learn, team-oriented, dependable, organized, proactive, resourceful, drive to continuously improve, production-oriented
- Strong communication and interpersonal skills
- Understand and follow directions as given
- Must be customer service oriented

ABILITY TO:

- Work independently, effectively, and meet tight deadlines
- Organize work requirements and projects, as well as enter notes and time into the work order system and close appropriate work orders on a daily basis
- Communicate and maintain great relationship with co-workers, contractors, and the general public
- Read, write, speak and understand English fluently
- Meet or exceed the company's attendance and punctuality standards
- Use common tools

Resume and cover letter should be emailed to Brandi Herdzina bherdzina@ecrtx.com