

---

## POSITION SUMMARY

The **Building Engineer** monitors building system operations and performance. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling. Performs preventive maintenance and corrective repair of building systems such as, but not limited to: card access, security cameras and systems, fire systems, irrigation, lighting and web-based automation system. The **Building Engineer** also responds to tenants' needs through the work order system and after-hours emergency calls.

## MINIMUM QUALIFICATIONS

- High School Diploma or equivalent
- 3 - 5 years' experience
- Experience in Energy Management, HVAC, Fire control and Fire sprinkler Systems
- Knowledge of Microsoft Suite
- Trade or Technical School preferred
- Valid Texas Driver License with acceptable MVR

## TYPICAL DUTIES

- Performs repairs and upkeep of building and grounds to include, but not limited to: HVAC, plumbing, electrical, lighting, roof, security cameras and systems, fire system, gates, painting, carpentry, hazardous weather safety initiatives and repairs, landscaping irrigation and tree and brush maintenance as required.
- Performs walk-through inspections of building spaces and grounds regularly to include, but not limited to: daily HAVAC equipment operation checks for bearing and belt wear and failure, temperature irregularities, bimonthly lighting inspections, plumbing and drainage, utility and water consumption and check vacant space regularly.
- Oversees vendor maintenance contracts, meets with contractors as necessary and monitors all subcontracted work.
- Oversees construction inside vacant suites to ensure new tenant satisfaction.
- Janitorial work to include, but not limited to: cleaning, mopping, carpet cleaning, garbage pickup from building exteriors and sweep lots and walks as needed.
- Responds to tenant work orders in a timely and efficient manner and keeps a log of maintenance and inspections performed.
- Repairs and installs locks, prepares all necessary keys and provide keys to main office and preserves keys to every space marked and organized.
- Maintains inventory of electrical, plumbing and other supplies.
- Keeps up to date with fire safety for the property buildings.
- Maintains property pest control.
- Runs errands as required, including organizational and property supplies at various vendors.
- Performs other duties, tasks and special projects as assigned.

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day-to-day. The candidate selected for employment will be required to submit to a criminal background check, education verification and drug test.

Interested candidates should submit their resume, with salary requirements, via our career portal on our website at [www.seekinghr.com](http://www.seekinghr.com) or contact us directly at (210) 679-4879 with any questions. The position will remain open until filled.

**Equal Employment Opportunity Employer M/F/D/V**