

Job Title:
Assistant Building Engineer

Class A Office Building

The Assistant Building Engineer is responsible for assisting with the operation and maintenance of all building equipment and reports directly to the Building Engineer and Property Manager.

Essential Duties and Responsibilities

Responsible for the maintenance and operation of all building equipment to ensure the operation of equipment is within design capabilities and to achieve proper environmental conditions prescribed by the building management.

The Assistant Building Engineer will be responsible for the building's maintenance operations in the absence of the Building Engineer.

Ensure the performance of equipment with preventive maintenance as prescribed by manufacturer's recommendations and specifications under the direction of the Building Engineer and Property Manager.

Responsible for all housekeeping functions and maintaining the professional appearances of equipment and engineering spaces.

Help 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.

Help the Building Engineer review building operations, preventive maintenance, training, energy management and equipment status on a frequent basis.

Shares On-Call duty with Building Engineer and is available at all times via cell phone (provided by Management Company) unless previous arrangements have been made.

Keeps condition of all vacant offices orderly and clean.

Performs maintenance work orders with "same day completion" in mind.

Takes direction from Building Engineer and Property Manager on prioritizing and completing work orders.

Makes service calls to appropriate vendors when necessary. Consults with Building Engineer or Property Manager for approval.

Assists in monitoring inventory of maintenance and cleaning supplies, facilitating accurate replacement orders.

Responsible for maintaining the building lighting system, including element and ballast repairs or replacements.

Other duties include moving furniture, fixtures and office partitions, repairing locks, doors, hinges, furniture and other miscellaneous items. The repair and painting of all types of surfaces, indoors

and out. The performance of roof maintenance and minor roof repairs. Various building maintenance duties as assigned by the property management and Building Engineer.

Performs the following duties (when applicable):

- Understand and have basic proficiency with the operation, maintenance and repair of all boilers, heaters, pumps, valves and lines used in the distribution of hot and chilled water.
- Operation, maintenance and repair of refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves and float valves, together with all refrigerant lines and devices used to control temperature.
- Operation, maintenance and repair of pumps, handling brines or other secondary refrigerating liquids, together with all valves and lines used in the system.
- Operation, maintenance and repair of all air compressors, together with distribution lines and all valves and devices for air control.
- Operation, maintenance and repair of all natural and manufactured gas distribution lines, including all valves and control devices.
- Operation, maintenance, and repair of water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks, toilet bowls, supply lines, drains and water lines.
- Operation, maintenance and repair of all types of electrical motors and engines used to power pumps, compressors and fans.
- Operation, maintenance and repair of sanitary sewer systems, including sump pumps, basins, toilets, urinals and piping.
- Maintenance and repair of kitchen equipment.
- Maintain proper operation during seasonal changes and recalibrate controls based upon weather conditions to assure energy efficient operations.
- Maintain all equipment as required per preventive maintenance programs.
- Life safety and security systems - equipment maintenance applicable in engineers' scope will be included.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Two to Three years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Abilities to read, analyze and interpret general business periodicals, professional journals, blueprints, schematics, technical procedures or governmental regulations. Ability to write repairs, business correspondence. The employee should also be able to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills

Abilities to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios and percents. The employee should also be able to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates, Licenses, and Registrations

State Driver's License is required. City of San Antonio Maintenance Technician License

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is the majority of the time outside in all weather conditions. The employee is regularly required to walk, talk and/or hear. The employee is frequently required to stand; use hands to finger, handle or feel objects, tools or controls; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and reach with their hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Please email a cover letter with salary expectations and resume to:

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