**Job Description**

Transwestern is an innovative commercial real estate company - regularly voted as a "Best Place to Work" in many U.S. markets - that is looking for a Lead Building Maintenance Engineer to grow our talented team in San Antonio, TX. The Lead Building Maintenance Engineer is responsible for working directly with the property and engineering management in implementing and maintaining the energy management, preventive maintenance, quality standards, operating objectives, and goals of the owner and Transwestern (TW). This must be done in a manner that not only protects, but also maximizes the value of the property.  Your contact with tenants, prospective tenants, owners, and vendors is to be guided by the highest professional standards including positive, supportive, friendly behavior and legendary service.

**ESSENTIAL JOB FUNCTION**

* Maintain heaters, chillers, pumps, fan coil units, etc.
* Maintain relationships with the Property Management staff to update work orders (tenant and preventive maintenance) in Angus Anywhere, IMPAK, or other CMMS programs.
* Administer inventory control programs and systems to assure the availability of parts and supplies.
* Assist Property and Engineering Management in the day-to-day financial transactions, selection, administration, and evaluation of suppliers and contractors.
* Administer all necessary services to maintain and enhance the value, operating efficiency, and the physical appearance of the property.
* Assure all equipment is operated and maintained within the manufacturer’s specifications and the operating guidelines of the property.
* Understand preventive maintenance and overhaul schedules for all equipment and mechanical systems within the project.
* Understand OSHA guidelines and how to ensure that all equipment is maintained to guidelines/standards.
* Execute routine preventative maintenance programs in the face of interruptions.
* Respond appropriately to and assist emergency response personnel, at any time when on duty or on call.
* Test, maintain, and restore to working order any component of the main engineering systems used within a property.
* Ensure compliance with the emergency procedures for each property in conjunction with local jurisdiction and property management guidelines.
* Build and maintain effective communications and relationships with the Property Management Staff, tenants, vendors and peers.
* Overall communication style must be proactive and persuasive, as well as responsive and service oriented.
* Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures
* Monitor and adjust all mechanical/pneumatic equipment, control gauges, distributor panels, valves, thermostats, diffusers and other equipment necessary to provide a comfortable environment for the buildings.
* Perform preventive maintenance duties, including changing filters, greasing motors, replacing light fixtures, inspecting/adjusting belts, replacing bearings, aligning shafts and annual inspections as directed by manufacturers.
* Take initiative on problems and special needs of the property or tenants.
* Must be able to handle multiple projects, changing priorities and a continually heavy workload.
* Document and report activities.
* Respond immediately to emergency situations and customer concerns.

**POSITION REQUIREMENTS**

* Computer proficient in Metasys and related software management tools.
* Ability to troubleshoot and repair pneumatic controls.
* High School Diploma or G.E.D.
* Fluent in English and Spanish preferred.
* Minimum 5 years of experience with comparable equipment and operations.
* CFC Universal Certified, AED/CPR Certified, and OSHA 10 hour Certified.
* City of San Antonio Electrical Maintenance Technician’s permit
* Intermediate Word and Excel proficiencies preferred
* Microsoft Outlook knowledge preferred
* Exceptional oral and written communication skills
* Strong customer service orientation
* Communicates by telephone, fax, e-mail, and in-person
* Pre-employment background checks and drug screenings are required by Transwestern
* May be required to work extended periods of time without relief when responding to priority/emergency situations (including overtime type assignments)
* May require shift work and/or on call duties
* Must have a thorough understanding of HVAC, electrical and building automation systems
* Ability to interpret mechanical and electrical blueprints and schematics
* Physical requirements to include 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

**APPLY TODAY to be a part of an energetic and motivated team of professionals!**

**Transwestern offers an exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan. Transwestern is an equal opportunity employer. Please include resume, salary requirements and references. No phone calls please.**

**Job Location**

San Antonio, Texas, United States

To apply, please email: [**justin.jauer@transwestern.com**](mailto:justin.jauer@transwestern.com) **| www.transwestern.com**