

**SUMMARY:** The Assistant Building Engineer is responsible for performing general repairs and maintenance of all commercial building equipment, property grounds, HVAC, building automation system, plumbing repairs, electrical repairs, and reports directly to the Chief Building Engineer.

**ESSENTIAL JOB DUTIES:**

- Perform preventative and repair work on various building equipment for example, mechanical, plumbing, and electrical equipment
- Replace light bulbs and ballasts
- Clean / replace HVAC filters, belts, and clean coils
- Maintains the cleanliness of the building's exterior and interior

**REQUIREMENTS:**

- High school diploma or GED
- Must have a valid state driver's license and reliable transportation

**SKILLS & EXPERIENCE:**

- Must have basic computer skills
- Strong customer service skills and interpersonal skills
- Must be able to multitask and communicate via phone and email
- Must be able to lift and carry items up to 50 pounds
- Must be able to work after normal business hours and on call weekends

**Compensation**

- Starting pay is \$12 - \$15 per hour
- Full medical, dental, vision insurance available after probationary period
- Annual review with performance based bonus
- 2 week vacation per year after probationary period

Please email your resume to [sznelft7@gmail.com](mailto:sznelft7@gmail.com).