**Please forward resume to Amy Garcia** [**agarcia@reocsanantonio.com**](mailto:agarcia@reocsanantonio.com)

**Overview:**

The Building Engineer reports to and takes direction from all Property Managers in his/her area for issues affecting their properties. Issues may range from tenant improvement work to preventive maintenance and repair of all building systems. The Building Engineer must exhibit outstanding client service and professionalism in all interactions with tenants and REOC staff. Teamwork and collaboration are critical to this position’s success. Assist with maintenance and daily logs for all HVAC and mechanical equipment under the direction of their supervisor.

* Complete tenant service requests and develops and maintains positive tenant relations through prompt, courteous response to tenant requests.
* Daily communication with property management, engineering staff, security, tenants, and contractors/vendors is vital.
* Assist with and perform preventive maintenance on HVAC equipment, plumbing and electrical systems to meet or exceed their rated life.
* Monitor and maintain mechanical equipment, control gauges, distribution panels, valves, thermostats, and other equipment necessary to provide a comfortable environment for the building.
* Maintain computerized or manual equipment logs that detail preventive work performed.
* Ensure compliance with applicable codes, requisitions, government agency and Company directives as they relate to building operations.
* Troubleshoot and repair equipment; interact with vendors on repairs.
* Clean and paint equipment and surrounding areas relating to equipment and equipment rooms.
* Assists in the ordering of stock and inventory of parts and supplies as needed.
* Perform minor repairs on doors, hardware, locks, plumbing, windows, ceilings and floors.
* Respond quickly to emergency situations (i.e. fire, evacuation, equipment failure, etc.) and customer concerns.

**Qualifications:**

* High school diploma or GED equivalent is required.
* Minimum of two years of direct experience in the management of mechanical, electrical and plumbing operations for commercial office or retail buildings is preferred.
* Applicable military experience or other related operations experience will be considered including power plants, multi-family, hotels, hospitals, facilities, etc.
* Excellent client service skills.
* Experience with painting, carpentry and cleaning is required.
* Manage own time on a daily basis with little supervision as well as the ability to work collaboratively as part of a team.
* May be required to work extended periods of time without relief, when responding to priority/emergency situations (including overtime-type assignments).
* 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.
* Must be available to work overtime hours, as needed.
* Ability to work in a fast-paced environment, with the ability to multi-task and meet deadlines.
* Must be team oriented and a problem solver.
* Must have a valid driver’s license.