

## **Lead Building Engineer**

### **About Us**

We are a solutions-driven property management company, managing a portfolio of commercial real estate properties (office).

### **Job Description**

Responsible for the operational management and effective daily leadership of the engineering team with the objectives of safely, efficiently, and effectively operating machinery and systems in a cost-effective manner. The Lead Engineer must ensure the highest level of professionalism, while meeting the business' needs, and a commitment to achieving 100% uptime throughout the engineering team.

### **Responsibilities**

- Responsible for the operational management and effective daily leadership of the on-site engineering team under the supervision and direction of the Chief Engineer.
- Monitors operation and maintains air conditioning equipment; heating, ventilating and hot water equipment; pumps, valves, piping and filters; other mechanical and electrical equipment; reviewing logs as necessary to assure proper operation of equipment; responsible for reporting any problems/malfunctions on an as need basis.
- Oversees repair and P.M. of HVAC systems; determines frequency of repair and/or P.M. for HVAC systems.
- Monitor contract engineering services
- Monitor multiple projects within applicable timelines, budgets, and environmental regulations.
- Coordinate and supervise emergency management operations during natural or man-made emergencies and disasters.
- Maintains good tenant relations through prompt and courteous response to tenant requests within the guidelines set forth.
- Performs general repairs, maintenance, and replacement of building components and HVAC equipment.
- Participates in the chemical treatment program: ensures biocides in the system are maintained at proper levels, participates in the continuous inventory of chemicals by routine checks.
- Aids in the ordering, stocking, and inventory of parts and supplies.
- Aids in the training and development of fellow employees
- Assumes additional responsibilities and authority as delegated by Chief Engineer.

## **Education**

- High School Diploma or Equivalent.
- SMT/SMA Engineering Course (Preferred).

## **Qualifications**

- Minimum (5) years facility related work experience, including customer service, leadership and supervisory experience.
- Must have solid knowledge of building/ mechanical, electrical systems (MEP)
- CFC License, and refrigerant licenses.
- Possesses a valid driver's license and acceptable driving record.
- Maintenance Electrical License
- Strong knowledge of maintenance processes.
- Working knowledge of computer applications including Microsoft Office and EMS, BAS systems.
- Excellent written and verbal communication skills. Strong organizational and analytical skills.
- Ability to respond effectively to sensitive issues.
- Ability to comprehend, analyze, and interpret complex documents. Ability to solve problems involving several options in situations. Requires advanced analytical and quantitative skills.
- Additional certification preferred in the following HVAC, electrical, mechanical, HVAC and refrigeration systems, process controls, mechanical power transmissions, painting, plumbing, carpentry or engine repair. Certifications/licenses as may be required by local or state jurisdictions.

## **Skills**

- Strong computer skills.
- Strong organizational skills
- Excellent communication skills.
- Ability to handle multiple projects and make decisions
- Ability to align, motivate and lead a team including creating accountability
- Physical requirements to include stooping, standing, climbing and frequent lifting of a minimum of 50 lbs.

## **Compensation**

Commensurate with experience per year

## **Position Type**

Full-Time

## **Benefits**

Benefits include medical, dental, vision, life and disability insurance, 401K, Paid Time-Off and Holiday pay.

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