



70 NE Loop 410, Suite 250
San Antonio, Texas 78216
(210) 402-0800

**Job Opening: Assistant Building Engineer
Sirell Properties – San Antonio, Texas**

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:

Promptly responding to tenant work orders
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
Ability to work well with third party vendors including Janitorial and Security

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 well 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 if needed

Forward resumes to Robert Andrews, Chief Building Engineer at RAndrews@Sirell.com