

Job Description for Winston Towers 600 Condominium (WT600) Chief Engineer

Job Title: WT600 Chief Engineer
Reports To: WT600 Property Manager

Position Summary

Chief Engineer to primarily operate the WT600 complex (buildings, grounds and public areas) under the supervision of the WT600 Property Manager. This individual must have a broad knowledge and understanding of facilities including maintenance, repair, energy management and general building maintenance procedures.

Properly maintain the facility infrastructure equipment to include, but not limited to, HVAC equipment and associated control systems, domestic hot and cold water distribution systems, sewage system, drainage systems, normal/emergency power distribution systems and associated equipment, fire/life safety, carpentry, plumbing, painting, wall coverings, flooring, masonry and pool maintenance.

Chief Engineer should be able to work independently. Performs routine and emergency repair and maintenance on structures and equipment within WT600 complex area. Performs repairs from verbal or written requests. Assists other facility personnel as required by workload or emergency situations, including inclement weather conditions. Detects and reports faulty equipment, improper operations, or unusual conditions to WT600 Property Manager and suggests corrective actions. Initiates Work Orders and writes justifications for requested work. Assists in maintaining records to ensure compliance with local, state, and federal regulations. Follows all standards and prescribed safety regulations, including responding to emergency calls on 24/7 bases. Supervises and oversees maintenance employees, distributing the work load and making sure the maintenance employees work is completed in the most efficient way and determine when it is necessary for Property Manager/Board of Directors to hire an independent contractor. Review and advise on contractor's requirements and scope of work. Assist condo owners in opening and closing hurricane shutters in timely manner upon unit owners/Property Manager requests. Assist condo owners in diagnostic of repair and maintenance problems within apartments. Immediate response to all emergency situations within WT600 complex including individual apartments.

Specific Job Knowledge, Skills and Abilities

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Possesses general knowledge in Building Operation Systems
- Possesses competent knowledge of the use, safety and care of tools and equipment used in facility and grounds maintenance.

- Knowledge of housekeeping and janitorial duties.
 - Working knowledge of basic hand tools and other equipment.
 - Skilled in using testing instruments.
 - Considerable knowledge of OSHA standards and application.
 - Ability to lift, grasp, and/or carry supplies or equipment weighing up to allowable limit.
 - Ability to climb stairs and ladders and work at heights up to allowable limit.
 - Knowledge of wall finishing, painting, wall covering, and architectural finishes.
 - Perform maintenance and cleaning of all equipment used in operation of the WT600 complex such as HVAC system, swimming pool, sprinkler systems, etc.
 - Maintain inventory of supplies needed to perform job function.
 - Report major deficiencies and items which cannot be readily repaired to the WT600 Property Manager.
 - Knowledge of general safe operating procedures and conservation programs.
- Other duties and special projects may be assigned, as per request of WT600 Property Manager or WT600 Board of Directors, such as janitorial, landscaping, cleaning, assisting contractors, etc.

Supportive Functions

In addition to performance of the essential functions, the person filling this position may be required to perform a combination of the following supportive functions, to be solely determined by the WT600 Property Manager or WT600 Board of Directors, based upon the particular needs at specific time:

- Monitor and maintain cleanliness and organization of assigned work areas.
- Attendance and participation in scheduled meetings. Maintains the confidentiality and security of all data and information relating to the facility. Abides by all relevant facility policies and procedures.
- Assists in the development, implementation, and maintenance of the property's ongoing energy conservation programs.
- This position requires knowledge/training in the following areas: blood-borne pathogens, general safety including life and fire safety, right-to-know, hearing protection, and chemical hygiene.
- Performs all other duties as assigned by WT600 Property Manager or authorized person from the WT600 Board of Directors.

Licensure/Certification

Valid Florida driver's license.

Either one of the following three certifications:

Certificate for Apartment Maintenance Technicians (CAMT)

Licensed Electrician by the State of Florida or Miami-Dade County of Florida

Licensed Plumber by the State of Florida or Miami-Dade County of Florida

The above Job Description is not intended to be an all-encompassing list of

responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.

Condominium Chief Engineer’s work hours

WT600 condominium Chief Engineer is a salaried employee. At least 40 hours per week (9:00 AM until 5:00 PM) with 24/7 emergency support expected. Work hours could be variable and may include multiple evenings, weekends, and holidays.

WT600 Chief Engineer is strictly forbidden:

1. To get involved in any of WT600 political activities such as election process to the Board of Directors.
2. To provide any personal and unauthorized services to the WT600 condo owners and residents during employees work hours such as private repairs or renovations within apartments for individual apartment owners and residents.

Violation of these prohibitions is subject to dismissal for non-adherence.

I have read, understood and agree in its entirety with this document.

WT600 condominium Chief Engineer (Printed Name):

WT600 condominium Chief Engineer (Signature):

Date:
