



TITLE: Building Maintenance Technician

PRIMARY FUNCTION:

The Buccini/Pollin Group, Inc., a privately-held, full-service real estate acquisition, development and management company with offices in Washington, DC, Wilmington, DE, Philadelphia, PA, and Baltimore, MD, is growing and looking to add a Commercial Building Maintenance Technician to one of its Philadelphia suburban properties. Formed in 1993, Buccini/Pollin develops and acquires hotel, office, residential, retail, and parking properties in the Mid-Atlantic and Northeast regions of the United States.

The Commercial Building Maintenance Technician has regular, frequent contact with tenants and/or building occupants. Incumbents must represent BPG Real Estate Services in a positive way, demonstrating technical competence, concern for resolving tenant issues, normal business decorum, and professional personal appearance.

Under direction, the Commercial Building Maintenance Technician performs operating and maintenance tasks for one or more assigned properties. Functions are completed within the scope of policy and procedure guidelines, in conformance with standard operating practices, or as directed by management.

DUTIES AND RESPONSIBILITIES:

- Complete necessary operating, maintenance, and repair tasks to assure maximum life and reliability of mechanical systems. Systems include, but are not limited to:
 - HVAC
 - Plumbing
 - Electrical (as allowed by applicable Codes and/or incumbent licensing)
 - General building maintenance, including:
 - door repair and key records
 - painting
 - ceiling and drywall repairs
 - floor repair
 - miscellaneous tasks as needed
- A significant duty for the Building Maintenance Technician is to respond to trouble calls or requests for assistance from tenants. Completing equipment repairs and replacements is a component of the job under direction from the Property Manager or Chief Building Engineer.
- Assumes the following:
 - Preventive maintenance per schedule.
 - Corrective maintenance as assigned by the Management Office.
 - Responds to all general maintenance requests.
- Maintain positive working relationships with tenants, responding to requests and issues in a timely, professional, and courteous manner.
- Record maintenance and repair information in accordance with guidelines established by management direction or policy/procedure.
- Maintain productivity-enhancing communications and working relationships with third-party contractors and suppliers.

- Attend staff meetings as directed by the Property Manager or Chief Building Engineer. These may include training sessions led by Chief Building Engineer to increase job-appropriate knowledge and skills, safety orientations, and scheduled staff meetings. Meetings may also include outside training at the direction of management.
- Record maintenance and repair information in accordance with guidelines established by management direction or policy/procedure.
- Maintain productivity-enhancing communications and working relationships with co-workers and management.
- Respond to after-hours emergency calls by participating in the on-call rotation schedule.
- Perform property-specific duties as assigned. These may vary from property-to-property and from incumbent-to-incumbent. Typical of these duties are:
 - Open and close one or more buildings each day.
 - Monitor building temperatures, making necessary adjustments as dictated by ambient temperatures, tenant requirements, etc.
 - Perform scheduled preventative maintenance routines on general plant equipment, chillers and boilers, cooling towers, roof top AC units, VAV boxes, motors, house pumps and sump pumps.
 - Install or remove elevator protection as needed.
 - Report janitorial issues to Building Management.
 - Repair doors, ceilings, base, handrails, etc. as needed.
 - Maintain and clean shop areas.
 - Maintain air compressors for maximum efficiency.
 - Maintain Emergency Fire Pumps in good operating condition with weekly testing. Update logs as appropriate to confirm completed testing.
 - Remain familiar with alarm, security and emergency evacuation procedures.
 - Keep Emergency Power System in good operating condition with scheduled testing of operation. Maintain a log to confirm testing.
 - Keep accurate, up-to-date records on preventative maintenance of all equipment in accordance with direction from management.
 - Use knowledge of chemical water treatment process and testing necessary to ensure proper treatment. Maintain log of daily test results.
 - Complete or facilitate basic and emergency plumbing repairs such as plugged sewer lines, urinals, commodes, faucets and water valves.
 - Repair and/or replace light fixtures, ballast, motors, breaker, switches and receptacles.
 - Re-key, repair, or change locks when necessary.
 - Complete all other maintenance and repair duties as assigned by the Chief Building Engineer or Property Manager.
 - Complete service and repair requests legibly and turn in to designated individual on a daily basis.
- Notifies the Management Office of parts and materials required.
- Performs all duties as assigned by the Management Office.
- Hours of Duty: Varies by property. Typical is Monday-Friday, 7:00am to 5:00pm.
- Responsible for maintaining the company vehicle assigned to employee in a first-class condition.
- Responsible for maintaining his tool inventory in good working condition.
- Responsible for proper care of assigned portable phone/radio/charger.
- When reporting for work, a clean company issued uniform is to be worn. Employee is responsible for bringing full set of keys and fully charged and operable company issued phone/radio to work.

- Responsible for inspection, operation and troubleshooting all fire alarms and sprinkler systems.
- Assists in support duties for additional properties in the event of vacation, sickness, etc.
- Performs preventive maintenance inspections on emergency lighting units, exit lights and portable fire extinguishers per schedule and marks inspection tags per schedule.
- Responsible for removing and installing interior and exterior signage.
- Responsible for investigating and monitoring all roof leaks.

SKILLS AND REQUIREMENTS:

- Must be self-motivated with good communication skills.
- Must be available for after-hours emergency maintenance as needed or required.
- Must possess the ability to perform the physical demands of the job responsibilities:
 - Lifting objects up to 100 pounds.
 - Frequent standing, walking and kneeling
 - Occasional climbing, working from a ladder and balancing.
- Must be able to work in a fast paced environment with demonstrated ability to handle and prioritized multiple tasks and demands.
- Must be able to work independently and possess strong leadership and decision making skills.
- Must be able to effectively interact and communicate with individuals at levels of an organization, tenants and subcontractors.
- Possess valid state-issued driver's license needed to travel to adjacent properties or to respond to after-hours trouble calls. Must be insurable at all times during employment tenure.
- Utilize basic PC-based business software, including Microsoft products for word processing and email. Use systems tools for maintaining service records.
- Exhibit excellent customer-service orientation in responding to tenant requests.
- Display follow-through in carrying out directions from management.
- Demonstrate teamwork skills in relations with co-workers.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent is required. Completion of a building trade curriculum at a recognized technical school is desirable.
- Minimum of one year of successful experience in commercial or institutional buildings with complex mechanical, electrical, HVAC, and plumbing systems.

Local candidates please as no relocation will be provided. Salary is commensurate with experience. BPG is an equal opportunity employer.

Interested candidates should send an email with your resume and salary requirements to careers@bpgroup.net. Include **Commercial Building Maintenance Technician** in the subject field.