



**Position:** Maintenance Technician

**Responsibilities:**

Responsibilities shall include, but not be limited to:

- Report to Building Engineer to assist with Inspection of building systems including fire alarm, fire sprinkler, HVAC, electrical and plumbing
- Perform basic electrical, plumbing and HVAC repairs
- Schedule routine maintenance and repairs on all building systems
- Oversee work performed by outside contractors
- Complete maintenance/repair work orders requested by tenants and building management and close out work orders in the Impak Work Order system
- Make temperature adjustments utilizing the building automation systems
- Keep all required building inspections current
- Miscellaneous duties as required

**Requirements:**

- Travel between two Class A buildings within San Antonio
- High school diploma or general education degree (GED) and a minimum of five years of experience with mechanical, electrical and plumbing operations for commercial office buildings
- Electrical Maintenance Technician License
- Must be able to communicate effectively with tenants, co-workers and property owner
- Be able to use a computer for work order system, building automation systems and email
- Must be able to lift 50 lbs.
- Be able to pass a background check

Please submit resumes to [tliles@msgmanagement.com](mailto:tliles@msgmanagement.com)