

# Building Engineer

## Job Description

### POSITION SUMMARY:

- Responsible for day-to-day building operations, including responding to tenant requests, performing repairs and maintenance of building systems and overseeing the work of vendors and subcontractors. Responsible for performing daily HVAC, plumbing, electrical, and carpentry work. The Building Engineer will work closely with the Property Management Department. The Building Engineer will report to Vice President.
- The Building Engineer is encouraged to communicate new ideas with coworkers to promote more successful and efficient management of Mid-Atlantic's portfolio.

### PRIMARY DUTIES:

- Maintain positive communication with tenants while responding to daily maintenance and repair requests.
- Perform repairs and adjustments to many different building systems including HVAC, plumbing, mechanical, electrical and carpentry.
- Inspect and maintain overall building and grounds appearance to ensure a high standard of quality.
- Inspect and evaluate all building systems on a regular basis.
- Advise Property Management of any necessary repairs and recommend corrective action.
- Maintain inventory of building materials and replenish when needed.
- Keep maintenance and equipment rooms organized and clear of debris and trash.
- Assume day-to-day security needs of buildings as well as emergency on-call responsibilities when needed; investigate any unauthorized entry/vandalism and life safety situations.
- Coordinate subcontractor activity for maintenance of repairs and determine corrective measures.
- Maintain daily maintenance records if necessary and secure a central location for records.
- Perform service per the prescribed preventative maintenance schedules for the equipment as furnished on a routine basis. Perform troubleshooting, modifications, adjustments, and routine repairs resulting from the PM service inspection.
- Perform routine plumbing repairs to flush valves, shutoff valves, shutoffs, seals, fixtures and pipes as needed.
- Perform all assigned functions and tasks during emergency situations. Assist with fire drills, alarms, freeze-ups, leaks, etc.
- Repair and replace locks, cylinders, doors knobs, door hardware as needed.
- Provide on-call and off-hours response during evenings, weekends, and holidays as needed. Furnish diagnosis of emergency issues and notify Property Management for direction on how to proceed as situation requires.
- Complete tenant build-outs and alteration in office suites prior to tenant move in.

- Aid and assist with special events.
- Perform other job related duties as assigned.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Four years' experience working as a facilities operator, maintenance person or building technician.
- Proficient ability in mechanical, electrical, plumbing, carpentry, and construction repairs.
- Basic smart phone ability to communicate by phone, email, text with vendors and co-workers.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

- High school diploma, GED and/or vocational training
- Good verbal and written communication skills
- Strong organizational skills
- Strong customer service focus
- Strong interpersonal skills so as to effectively interact with tenants and subcontractors
- Computer skills

**PHYSICAL STANDARDS:**

- Must possess a valid driver's license and the ability to operate a motor vehicle
- Able to occasionally lift heavy objects (80-100 lbs.) and exert sustained physical effort over a long period of time.
- Must be able to access and inspect buildings and grounds, including climbing ladders, stairwells, rooftops, confined areas, etc.

**If interested, please e-mail [Ben@midap.com](mailto:Ben@midap.com) the following information:**

**cover letter, resume, references, and salary requirements**