

Chief Engineer

JOB DESCRIPTION



Department:	Real Estate Management Services
Location:	Retail/Office Location – Boston Area
Reports to:	Property Manager, General Manager
Position Purpose:	Responsible for planning, scheduling and performing a wide range of preventive maintenance, repairs/work orders, to promote and facilitate the efficient operation of all building HVAC, mechanical, electrical, and other systems in the best interest of the property management company and to serve its client/building owners. Supervise, direct, and evaluate all trades persons assigned to him/her to ensure quality workmanship and high work standards; maintaining the quality and quantity of work up to acceptable standards and in accordance with established policies. Responsible for representing property management company to the customer and the general public in a manner that promotes good relationships.

Responsibilities:

Organizational Relationships

- Responsible for keeping all HVAC records, logs, and time sheets necessary to maintain the building at the highest level of operational performance.
- Cooperate with and assist others in a common effort to promote goodwill.
- Coordinate and oversee work performance of contracted vendors as requested.
- Perform additional duties, as requested, by the Property Manager.

Specific Responsibilities

- Ensure quality and reliability of building and HVAC systems for applicable areas.
- Institute and execute equipment maintenance programs based on manufacturers' specifications and industry standards utilizing applicable computerized work order/PM system.
- Assign and/or complete in timely fashion, all preventive maintenance and work order requests assigned to his/her area of responsibility.
- Assist the on-site Client representative and Property Manager to coordinate and supervise contractors and vendors, and evaluate quality of completed work related to base building responsibilities
- Collaborate with Property Manager and Client in the preparation of the annual capital and expense budgets for the property as requested
- Assist as requested in developing long-term business plans focusing on the following:
 - Capital and major expenses
 - Cost reductions initiatives
 - Equipment replacement
- Supervise, train, and provide technical hands-on assistance to any employees assigned.
- Make recommendations to the Property Manager and Client, as necessary, on the performance of functions and the establishment of quality standards for services.

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- Purchase tools and supplies to maintain and adequate inventory stock as approved by the Property Manager and Client.
- Review monthly work reports with the Property Manager and Client.
- Plan and complete a wide range of work orders/pm tasks as required.
- Planning, estimating, and budgets:
 - Be aware of requests for repairs to equipment under his/her control.
 - Assist in estimating prices and in writing maintenance specifications.
 - Assist the Property Manager and Client in planning programs, techniques, and schedules for the efficient operations of all equipment under his/her control.
 - Assist in purchasing of materials and contractor services.
- Customer Relations
 - Attend progress and review meetings as required.
- Inspections and maintenance program review.
 - Inspect machinery assigned to him/her and correct any discrepancies.
- Safety Duties
 - Ensure compliance for all activity under direction of Property Manager and Client with applicable environmental, safety and health regulations and /or industry standards
 - Report safety violations to the Property Manager and Client.

Requirements:

- Minimum 7 years of experience in commercial building operations and maintenance with proven advancement in levels of responsibility.
- Massachusetts Trade License, (HVAC, electric, plumbing) desirable but not required.
- Strong knowledge of commercial HVAC, electrical, plumbing and building systems, including specifically, energy management and building automation systems is required.
- Proven skill to cost-effectively troubleshoot, diagnose, and repair electro-mechanical systems and components.
- Proven ability to read and work from blue prints, schematics, diagrams etc.
- Must be computer savvy and have a familiarity with preventative maintenance and work order software programs.
- Proven knowledge of and training in current issues relating to building operations and maintenance, including NFPA 70E, OSHA 10, LEED, IAQ, etc.
- Ability to effectively perform work in accordance with governmental and other regulatory agencies including EPA, OSHA, etc.
- Strong communication skills both written and verbal.
- Must be available to work overtime and respond to off-hours emergencies when required.
- Current state issued driver's license.

Interested Candidates should reply to Ed Lowney at Edward.Lowney@colliers.com