



**JOB TITLE: BUILDING ENGINEER I**

**JOB SUMMARY:** Responsible for the operation and maintenance of all building equipment and systems. Perform scheduled preventative maintenance and unscheduled corrective maintenance, as directed by management. Operates the buildings with a strong focus on energy efficiency. This role reports to the Chief Engineer.

**ESSENTIAL JOB FUNCTIONS:**

- Performs timely preventative maintenance and repairs on all HVAC, electrical and plumbing equipment and systems.
- Assists property managers with creating the annual operating budget.
- Works with the Chief Engineer on planning and implementation of capital repairs.
- Assists in identifying and implementing ECM.
- Good working knowledge of JCM portfolio including properties, staffing, and all mechanical systems.
- Familiarity with municipalities, ISD, Fire, Board of Health, Planning board, etc.
- Optimize the operation of all HVAC, electrical and plumbing equipment and systems through the use of best practices and use of building automation systems.
- Troubleshoot and repair equipment and system problems so that problems are resolved on the first attempt, in a cost-effective manner.
- Respond to tenant service requests in such a manner as to reduce work orders and eliminate recurring problems.
- Communicate effectively with team members, owner, owner's representative, or supervisor on any work performed and present status of the property and mechanical systems.
- Foster a work environment that promotes energy conservation and continuous improvement of engineering functions.
- Comply with safety and environmental procedures, specifically hazardous communications program, lockout-tag out programs, operations and maintenance programs and directives.
- Oversee all third-party mechanical and service vendors.
- Inspect common areas, vacant units, and grounds to determine necessary repairs and maintenance, including submitting property inspection reports.
- Perform all other duties and projects as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree from engineering or technical school.
- Must have strong work ethic, be able to work independently, and be proactive.
- Proficiency reading and interpreting drawings, schematics, and wiring diagrams preferred.
- 5-10 years related work experience required.
- Must be able to lift 50 pounds as well as work in small spaces, working at heights from ladders, scaffolding, etc.
- This position may require property reassignment, weekend work, and after-hours availability for emergency calls based on portfolio needs.
- Experience with Microsoft Office, Building Engines, AVID Xchange, and Yardi a plus.

**CERTIFICATIONS:**

- Universal CFC license preferred.
- Technical degree or certificate in HVAC or a minimum 5 years of related experience

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