

Chief Engineer/ MEP Manager Cambridge

JOB DESCRIPTION

Department:	Property Management
Location:	Cambridge – Life Science Portfolio
Reports to:	Assistant Vice President/ Senior Property Manager
Position Purpose:	Responsible for planning, scheduling and performing preventive maintenance, repairs, facilities management and the efficient operation of all building HVAC, mechanical, electrical, and other systems in the best interest of property management company and to serve its client/building owners. Supervise, direct, and evaluate all trades personnel 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. Participate in construction meetings, capital planning, vendor contract bidding and negotiations and annual budget preparations. Responsible for representing Bulfinch 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.
- Responsible for the execution and supervision of snow removal for the project.
- Cooperate with and assist others in a common effort to promote goodwill.
- Coordinate and oversee work performance of all contracted vendors.
- Perform additional duties, as requested, by the Assistant Vice President/Senior Property Manager.

Specific Responsibilities

- Ensure quality and reliability of building HVAC systems for non-triple net areas.
- Institute equipment maintenance programs based on manufacturers' specifications and industry standards
- Assign and see through to timely completion all preventive maintenance and work order requests assigned to his/her area of responsibility.
- Assist Property Manager and Client 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
- Develop long-term business plans focusing on the following:

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- Capital and major expenses
- Cost reductions initiatives
- Equipment replacement
- Supervise, train, providing technical hands-on assistance to the employees assigned to ensure they understand owner's goals and objectives. Conduct regular meetings with staff.
- Make recommendations to the Assistant Vice President/ Senior Property Manager and Bulfinch leadership, as necessary, on the performance of functions and the establishment of quality standards for services.
- Purchase tools and supplies to maintain and adequate inventory stock as approved by the Assistant Vice President/ Senior Property Manager and Bulfinch leadership.
- Review monthly work reports with the Assistant Vice President/ Senior Property Manager and Bulfinch leadership.
- Assist with Event Set-Up.
- 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 Assistant Vice President/ Senior Property Manager and Bulfinch leadership 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 Assistant Vice President/ Senior Property Manager and Bulfinch leadership with applicable environmental, safety and health regulations and /or industry standards
 - Report safety violations to the Assistant Vice President/ Senior Property Manager and Bulfinch leadership.

Requirements:

- Previous experience as a Lead or Chief Engineer with Life Science and/or Laboratory facilities properties is required.
- This is a busy and demanding property, candidate must be an energetic self-starter/leader who is highly organized, able to manage multiple priorities and can get things done in a timely manner

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- Work extended hours, including weekends, as necessary, to achieve the desired results of the ownership
- Minimum of ten (10) years of progressively responsible supervisory experience in commercial building operations and maintenance.
- Massachusetts Trade License.
- Strong knowledge of commercial HVAC, electrical, and plumbing systems and equipment.
- 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.
- Must be able to operate in a Windows environment proficiently. High proficiency in MS Excel and MS Word to meet reporting, correspondence and budgeting needs as defined above
- 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.
- Excellent interpersonal skills
- Experienced supervisor and keen leadership abilities
- Current state issued driver's license.

The Bulfinch Companies, Inc. is an Equal Opportunity & Affirmative Action Employer

Interested Candidates should forward their resume to:

rmb@bulfinch.com