

Maintenance Technician II Cambridge

The logo for Bulfinch, consisting of the word "Bulfinch" in white, sans-serif font on a dark blue rectangular background.

Department: Property Management

Location: Cambridge – Life Science Portfolio

Reports to: Lead/Chief Engineer

Position Purpose: Responsible for performing preventative maintenance, repairs and efficient operation of all HVAC systems and other tasks that may be assigned in the most efficient and workmanlike manner commensurate with his/her training and capabilities in the best interest of the Company to serve its customers. Responsible for maintaining the quality and quantity of his/her work up to acceptable Company standards and in accordance with established policies. Responsible for representing the Company to the customer and the general public in a manner that promotes good relationships.

Responsibilities:

Organizational Relationships:

- Responsible to Lead Technician when assigned to him/her for specific work.
- Responsible for assisting with 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 and company growth.
- Assist in coordinating and overseeing work performance of all contracted vendors.
- Perform additional duties, as requested, by the Assistant Vice President/Senior Property Manager, Lead Technician, or Lead/Chief Engineer.

Specific Responsibilities:

- Make periodic building rounds to check all HVAC equipment , including start up and securing all equipment in designated buildings as requested by his/her supervisor.
- Perform all maintenance of plumbing, electric, basic carpentry, steam systems, specialty items such as doors, locks, door closures, furniture, or whatever general maintenance or electrical mechanical work is required.
- Answer trouble calls as required.
- Work as second man with any licensed tradesperson, watch engineer in-charge or watch engineer as required.
- Perform preventative maintenance work in its entirety, including repairing and maintaining the necessary records and logs consistent with the maintenance system in the building or buildings assigned.
- Train or familiarize with the buildings any employees assigned to him/her.
- Repair or make recommendations to supervisor on any defective equipment in his/her area of responsibility.
- Keep accurate time sheets.
- Submit, as required, mechanics reports for all work done.
- Repair and troubleshoot gas and oil fired burners and related controls as applies.
- Repair, troubleshoot, and install any and all mechanical systems, including heating, ventilation, and cooling systems and all related equipment as applies.
- Assist in all energy conservation projects.

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- Respond to and complete tenant work order requests, light construction projects, and vendor management
- Available for off-hours emergency response
- Review specifications, conduct site inspections, review system design and drawings.
- Safety duties:
 - Ensure safe working conditions are being maintained in areas under his/her care.
 - Report safety violations to supervisor.
- Perform additional duties, as requested, by the Assistant Vice President/Senior Property Manager.

Requirements:

- Previous experience working at Life Science and/or Laboratory facilities properties is preferred.
- Must be a motivated self-starter with strong work ethic
- Must be computer savvy with history working with computerized work order and preventative maintenance software systems and duties.
- Computer literate in Microsoft Office and Outlook; prepare reports, format spreadsheets, communicate via email
- Minimum of 5 years of experience in building/property maintenance
- Strong practical knowledge of HVAC systems/maintenance, refrigeration, cooling tower water chemistry, control systems, electrical, plumbing, energy management systems and other building mechanical equipment.
- Proven skill to cost-effectively troubleshoot, diagnose, and repair electro-mechanical systems and components
- Ability to perform basic general maintenance, i.e. light carpentry, painting, minor electrical, locksmithing.
- Positive attitude with strong interpersonal communication and organizational skills, both written and verbal
- State Issued Trade Licenses, as required.
- Proven ability to read and work from blue prints, schematics, diagrams, etc.
- Prior experience with chemical treatment of non-potable water and steam systems.
- Proven knowledge of current issues relating to building operations and maintenance, including CFC, IAQ, etc.
- Ability to effectively perform work in accordance with governmental and other regulatory agencies (including EPA, OSHA, etc.)
- A valid driver's license
- Knowledge of Building Management Systems (BMS)/energy conservation are essential

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

Interested Candidates should forward their resume to:

rmb@bulfinch.com