

Bulfinch

Position: Maintenance Technician I - Cambridge

Department: Property Management

Reports To: Chief Engineer

Purpose:

Responsible for coordination of operation and maintenance duties for a mixed use of property types and for performing 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 the customer and the general public in a manner that promotes good relationships.

Responsibilities:

- Supervise maintenance employees when they are assigned to ensure quality workmanship and high work standards
- 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
- Assist in the maintenance of plumbing, electrical, basic carpentry, steam systems, specialty items such as doors, locks, door closures, furniture, or whatever general maintenance or electrical mechanical work is required
- Assist any licensed tradesperson, watch engineer in charge as required
- 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 and logs of work done and parts used

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- Repair and troubleshoot gas and oil-fired burners and related controls as applies
- Repair, troubleshoot, and/or install any and all mechanical systems, including heating, ventilation, and cooling systems and all related equipment as applies
- Assist in all energy conservation projects
- Make periodic building rounds to check/inspect all HVAC equipment and keep accurate log sheets as required
- Coordination/completion of system and building repairs, preventive maintenance requirements, maintain the necessary records, life safety
- Respond to and complete tenant work order requests, light construction projects, and vendor management
- Available for off-hours emergency response
- Extensive troubleshooting of all site-wide HVAC and associated Process Equipment, Plant Utility and Facility Refrigeration Systems, Air handlers, Supply Air Systems, Exhaust Systems, Cooling and Heating Coils
- Analyzing problems and identify corrective measures
- Maintain and frequently check blueprints as needed
- Order and maintain an inventory of supplies, understanding repair manuals and parts catalogs
- Review specifications, conduct site inspections, review system design and drawings.
- Conduct Start-Up and Commission of HVAC & BAS systems
- Perform additional duties, as requested, by the Assistant Vice President/Senior Property Manager

Requirements:

- Previous experience working at a Life Science and/or Laboratory facilities property is preferred.
- Must be a motivated self-starter with strong work ethic
- Ability to supervise a technical workforce team
- Must be computer savvy with history working with computerized work order and preventative maintenance software systems and duties.

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- Computer literate in Microsoft Office and Outlook; prepare reports, format spreadsheets, communicate via email
- Minimum of 7 years of experience in building/property maintenance
- Proven knowledge of HVAC systems/maintenance, refrigeration, cooling tower water chemistry, control systems, electrical, plumbing, energy management systems, chemical treatment of non-potable water and steam systems, and other building mechanical equipment
- Demonstrated skill to cost-effectively troubleshoot, diagnose, and repair electro-mechanical systems and components
- Additional duties will include inspections, vendor coordination/oversight and site safety requirements
- Available for off-hours emergency response
- MA Refrigeration Journeyman License
- Proven ability to read and work from blue prints, schematics, diagrams, etc.
- 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
- Proficient in central plant record keeping, data analysis and computerized maintenance management systems.
- EPA universal refrigerant handling license
- OSHA outreach 30-hour – General Industry
- Competency in Permit Requiring Confined Space
- Positive attitude with strong organization and interpersonal communication skills, both written and verbal



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

Interested Candidates should forward their resume to: rmb@bulfinch.com