

Berry Farms Maintenance Engineer Job Description

Key Personality Characteristics

- Personable, ability to work independently, self-starter, adaptable, ability to multitask
- Strong organizational skill and attention to detail
- Strong verbal communication skills
- Creative approach toward problem solving and strong decision making ability

Core Job Responsibilities

- Maintenance (i.e., painting, light carpentry, electrical)
- Maintaining the sprinkler system (testing and monitoring)
- Maintain building HVAC, plumbing and electrical
- Respond to hot/cold calls, change light bulbs, repair sinks, flush valves, etc.
- Ensure all service providers are meeting their job specifications
- Become familiar with the irrigation systems at Berry Farms

Desired Qualifications

- Time management and team player mentality
- Ability to manage multiple vendors (i.e., lighting contractors, erosion control, landscapers)
- Excellent customer service skills
- Strong project management skills
- Understand how a Class A building operates
- Have knowledge of BAS systems (i.e., Allerton control systems)
- Must have experience with fire alarm panels
- Proficiency with Microsoft Excel, Word and other Windows applications
- Strong observational skills with an eye for physical building and property requirements
- Conflict resolution and problem solving skills

Day-to-Day

- The Berry Farms Maintenance Engineer will be a FTE with 100% of their time spent at Berry Farms.
- The Berry Farms Maintenance Engineer will be responsible for maintaining One Town Center and the Berry Farms retail areas (Hughes Crossing and RPPBX).
- They will also be required to manage Color Burst and have an oversight of all Landscaping at Berry Farms.
- The Engineer will assist with managing Mid-TN (erosion control) and the homebuilders at Berry Farms.
- This position requires an individual who is very hands on.
- All direction will come from Kent Smith and Kristen Womack

Berry Farms Maintenance Engineer

Top Priorities:

1. One Town Center
 - a. HVAC, plumbing, electrical
 - b. Tenant Relations
 - c. Develop a detail of keys and the keying system
2. Berry Farms Retail
 - a. Keeping Publix happy
 - b. Tenant Relations
 - c. Lighting maintenance
 - d. Proactive
3. Landscaping Maintenance Oversight
 - a. Managing Color Burst
 - b. Proactive
4. Erosion Control and Builder Maintenance
 - a. Managing and working closely with Mid-TN
 - b. Working with Tracy Fox on builder management
 - c. Confirming vacant lots are being maintained by the builders
5. Berry Farms HOA and POA
 - a. Ensuring all unoccupied outparcels are presentable and well kept
 - b. Lighting Maintenance – conducting weekly drive thrus to make sure all lights are working properly
 - c. The Plunge maintenance and managing Sweetwater Pools
 - d. Develop a relationship with the Berry Farms homeowners
 - e. Establish a relationship with the local fire and police departments
 - f. Maintaining new amenities as they come online
 - g. Proactive