



POSITION DESCRIPTION

Job Title: Building Engineer

Reports To: VP of Facilities Management

Summary

Provide prompt and efficient support to tenant requests, management and leasing departments. Perform building management and engineering services at the highest level for all buildings in Hall Emery Real Estate's portfolio.

Responsibilities include but are not limited to:

- Oversee assigned portfolio daily. Perform all work orders, daily checks and required inspections for those buildings.
- Assist VP of Facilities Management in daily operations and projects for entire portfolio.
- Oversee daily Work Orders and reports. Ensure all work orders are closed out within the promised 24 hour time frame and proper communication is given to tenant and necessary team members.
- Coordinate tenant service requests that require phases or longer timeline with Property Administrator, required vendor, and/or cleaning staff.
- Monitor weekly/monthly Preventive Maintenance reports and accuracy of reports.
- Assist all Building Engineers in daily operations with their buildings.
- Assist Property Administrator with tenant access cards and requested card reports.
- Perform monthly EMON reports and provide to Accounting Clerk.
- Assist in rotation of Landscaping and Janitorial Inspections as needed.
- Attend construction meetings and assist with build-outs that involve your buildings.
- Assist VP of Facilities Management with creating and implementing operating and capital budgets.
- Assist Property Administrator with necessary vendor information for *BUILDING ENGINES*.
- Respond to all requests from Sr. Property Manager, Property Manager, and Property Administrator in a timely and professional manner.
- Ensure accurate records are maintained on all vendors including primary and secondary contact information, services performed, dates/schedule of service, prices of service and any other required information on agreements. Conduct monthly check of all records to ensure accuracy and provide any updates to assigned building Property Manager.
- Proficient with BMS systems. (Trane Tracer System)

Qualifications:

- Excellent verbal and written communication and ability to work in a high paced environment.
- Proficient in Microsoft Word, Excel, Outlook and adapt quickly to new systems and software.
- Strong organizational skills; ability to prioritize work and attention to detail.
- Ability to establish professional relationship with team members, tenants and vendors.
- Work with little direction maintaining confidentiality and professionalism.
- 5 + years of experience working in a Class A office building.