

TITLE: Building Operations Manager/Chief Engineer

REPORTS TO: Sr/Property Manager and Regional Ops Director **CLASSIFICATION:** Exempt

I. POSITION PURPOSE

Responsible for the planning, implementation, coordination and supervision of all mechanical operations, maintenance, communications, energy management and manpower development programs for assigned properties.

II. ACCOUNTABILITIES

- * Supervise Engineers and maintenance staff including hiring, training, personnel development, etc.
- * Manage operational accounts for building as required and assist in development of operating and capital budgets
- * Assist in maintenance/engineering issues as required
- * Recommend/implement improvements for the preventive maintenance program on an on-going basis
- * Develop/maintain effective building-specific maintenance and safety procedure manuals and enforce compliance
- * Coordinate maintenance efforts with outside contractors, tenant finish personnel and engineers
- * Oversee all building systems including fire/life safety, plumbing, HVAC and electrical issues; must remain current with latest HVAC technology trends
- * Maintain on-going communication with tenants, owners, property management and vendors
- * May assist in solicitation and acquisition of new management contracts
- * Develop/maintain as built drawings
- * Respond quickly to emergency situations (i.e. fire, evacuation, equipment failure etc.) and customer concerns
- * Implement and administer inventory control programs/purchase parts and supplies
- * Develop specifications and assist in solicitation and administration of maintenance/repair service contracts
- * Ensure compliance with applicable codes, requisitions, government agency and Company directives as relates to building operations.

III. MINIMUM REQUIREMENTS

- High School diploma or GED equivalent
- 5+ years related work experience depending on size of property
- Operating Engineers license (SMA) or equivalent
- Must be certified as a Universal Technician for CFC's or within 90 days of employment

IV. SPECIAL CONSIDERATIONS

- A. **Internal Relationships:** Property Management, Building Services, Leasing and Security.
- B. **External Relationships:** Contractors, engineers, tenants, owners.
- C. **Special Work Conditions:** May be only Maintenance staff member on duty during certain shifts. Duties require frequent lifting of a minimum of 50 lbs. of equipment (pumps, tools, ladders) and ability to safely install rigging/lifting devices. Required to furnish own vehicle compliant with applicable vehicular regulations including valid insurance for transportation between properties, if individual has multiple property responsibilities.