

Position Title:	Portfolio Chief Operating Engineer
Location:	Lawrenceville
Reports To:	Senior Property Manager
FLSA Type:	Exempt

Position Summary

The Portfolio Chief Engineer is responsible for building maintenance and operations to include preventative maintenance, energy management, tenant satisfaction, technical staff supervision, training, life/safety systems, code compliance, reporting, construction management, and budget preparation and implementation. This position requires an individual with an exceptionally high level of initiative, strong leadership, organization, critical thinking and administration capabilities.

Primary Functions

1. Direct responsibility for all aspects of maintenance.
2. Promote and maintain energy efficiency for building operations to include but not limited to electrical, water and gas consumption.
3. Perform maintenance repair and preventative maintenance work in all phases of HVAC installation, maintenance and repair, electrical, building automation, and fire and life safety systems.
4. Maintain and repair temperature control valves, thermostats, dampers, time delay devices and DDC controls.
5. Responsible for overall administration of the water treatment program, to include periodic monitoring of core water and cooling tower water when in operation.
6. Responsible for performing functions of the Workspace Tenant Request / Preventative Maintenance Program including the annual update for labor / material charges and billing of monthly tenant after hours HVAC.
7. Maintain equipment documentation such as drawings, manuals, service records, etc.
8. Assist with tenant construction administration process. Provide mechanical, electrical and plumbing scope insight for design-build tenant improvements.
9. Assist with preparation and implementation of the property budget.
10. Responsible for supply inventory control and purchasing.

11. Proactively conduct tours to look for deficiencies and coordinate/initiate repairs. (Such as stained ceiling tiles, slamming doors, broken restroom equipment, etc.)
12. Responsible for emergency on-call as first line of resource to the building engineers.
13. Supervise, train and develop assigned maintenance personnel.
14. Promote and maintain a safe working environment.
15. Responsible for generating reports to be presented to asset management on various items including but not limited to utilities, property inspections, budgets, construction and capital projects.
16. Utility tracking and overall understanding of electrical power rate structures.
17. Energy saving initiatives and associated rebate programs.

Property Specific Functions (as needed)

Requirements:

1. Experience

- Minimum of ten years' work experience in building maintenance, HVAC, and electrical.
- Must have previous supervisory experience in commercial real estate.

2. Education & Training

- Formal HVAC Diploma/Certification.
- High school education or equivalent. Supervisory course or supervisory on the job experience. 2nd Class C boiler license or higher. Universal refrigerant recovery and transfer certification.

3. Competencies

- Knowledge of and experience in mechanical concepts, applicable electric codes, HVAC principles, water chemistry, and indoor air quality.
- Strong contract administration skills.
- Strong accounting and budgeting knowledge.
- Excellent oral and written communications skills.
- Highly organized with inventory record keeping.
- Outstanding customer relations skills.
- Strong computer and Microsoft Office Skills (Excel, Word, PowerPoint)
- Strong leadership skills.

- Demonstrated willingness to work independently and productively and to take initiative as well as willingness to accept direction.
- Possess or obtain a valid state operator/driver's license.
- Ability to lift 50 to 100 pounds.
- Ability to climb ladders.
- Ability to pass a drug screen and a criminal background check.