

Job Description

M&J WILKOW, LTD

Job Description

Job Title: Building Engineer

Reports To: Chief Engineer

Location: Keystone at the Crossing

COMPANY PROFILE:

M & J Wilkow, Ltd. has been in the commercial real estate business for more than 84 years. A core conviction of the Company's Principals is the belief that each employee is responsible for making an important contribution to the success of the Company, as well as the performance of the properties in its portfolio. This expectation is not limited by the specific parameters of the job description. It is our expectation that each employee will offer his/her help wherever and whenever reasonably necessary to ensure the success of our endeavors. This summary is not intended to be all-inclusive; it is simply meant to be used as a guide and may be revised from time to time at the sole discretion of the Company.

SUMMARY

This position is located at our Keystone at the Crossing property in the northern portion of the Indianapolis metro area.

The portfolio consists of 6 commercial office buildings comprising approximately 1M rsf. The on-site team is involved in property management, operations and project management. The position of Building Engineer plays a key role in the functionality of the building. The Building Engineer reports to the Chief Engineer and works together with the Chief Engineer to maintain the facility and execute the operations and maintenance services program for the building. It is essential that the Building Engineer express a professional, courteous attitude, as well as, be team oriented. Attendance and dedication are considered key elements of this position. The following Job Description

Summary is intended to highlight many of the positions responsibilities. This summary is not intended to be all inclusive; it is simply meant to be used as a guide and may be revised from time to time at the sole discretion of M&J Wilkow, Ltd.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Maintain all responsibility within the department at the quality standards set by M & J Wilkow, Ltd.
- Assure safe, efficient and proper operation and maintenance of all HVAC, plumbing, electric, life safety and related equipment in the most efficient and effective manner possible.
- Assists with troubleshooting and repairs of buildings and all installed systems to include: plumbing systems, kitchen equipment, roofs, drains, shop, and HVAC.
- Develop a rapport with all tenants to increase their confidence in the engineering staff to serve their needs. Maintain good tenant relations through prompt, courteous response, and resolution to requests and problems.
- Respond to all building emergency situations 24/7. Keep up to date emergency numbers of all necessary initial responders, including the operations and procedural manual for mechanically related emergencies and required response for that equipment.
- **Walk each building** in its entirety, daily to ensure there are no deficiencies and **fill out daily log sheet.**
- Report any major problems or accidents at the property to Chief Engineer or General Manager.
- Respond to tenant requests such as moving furniture, setting up conference rooms, small repairs such as blinds, hang shelves, assisting the tenant/owner with other requests associated with the common areas and answer tenant related questions.
- Vacant Spaces – Replace ceiling tiles, remove old cables in ceiling, paint.
- Replace burned out bulbs and ballasts in the common areas, retrofit lighting.
- Inspect roofs for deficiencies and roof leaks. Clean roof drains as needed.
- Paint light poles, doors and other miscellaneous parts of the buildings as needed.
- Maintain temperature levels within common areas and shut off exterior plumbing to prevent frozen pipes, etc.
- Uses online work order system on phone and desktop computer for tenant service requests, building requests, and preventative maintenance.
- Meet with contractors for inspections related to common area services.
- Oversee routine contract work for **Fire Life Safety, HVAC, Electrical & Plumbing**, etc. and make direct contact with contractors as needed.
- Replace common area signage as needed i.e. handicap, no parking etc.
- Adjust timers as need for walkway lights, canopy lights and parking lot lights when time/season changes.
- Report traffic incidents, car break-ins and customer incidents and report same to

local authorities for police reports.

- Enforce building rules and regulations for staff, contractors, and vendors.
- Strictly adhere to the required security procedures.
- Other related duties and assignments as required.
- Complete maintenance reports as requested.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Minimum four years' experience in commercial building maintenance with a background in plumbing, refrigeration, electrical and HVAC maintenance, repair and building operations
- EPA 608 universal certification **or be willing to obtain certification within one year.**
- Experience with a iPhone based CMS
- Strong oral and written communication skills
- Basic computing skills including the ability to work with MS Word, Excel, Outlook
- Excellent decision making ability
- Ability to work on multiple tasks concurrently
- Ability to complete tasks with minimal supervision
- Ability to work **weekends** as business needs dictate

PHYSICAL DEMANDS & WORK ENVIRONMENT

May require working in inclement weather as business needs dictate. Standing, walking, climbing ladders and lifting up to 50 lbs is essential to complete the physical demands and work environment described here are representative of those that will be met by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Remotely

- No

Job Type: Full-time

Salary: \$25.00 - \$28.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Vision insurance

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- Overtime as needed
- Weekend availability as needed

Work setting / location:

- In-person

Education:

- High school or equivalent (Preferred)

Experience:

- Commercial building maintenance: 4 years (Preferred)
- Mechanical knowledge: 3 years (Preferred)

Email resumes to:

Christian McDonald / cmcdonald@wilkow.com & Ben Linne / blinne@wilkow.com

