



H E R T Z
I N V E S T M E N T
G R O U P

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Position Title: Chief Engineer
Location: Indianapolis, IN

Summary

The Chief Engineer reports to the Sr. Property Manager and works directly with the Property Management staff, providing support as needed to all team members. It is the responsibility of the Chief Engineer not only to exhibit exceptional client service when communicating with tenants, vendors and team members, but also to focus on productivity and results. The Chief Engineer is expected to assist in the implementation and administration of policies, procedures and programs on a daily basis that will assure that all projects and maintenance is well managed. The Chief Engineer is responsible for the building systems running efficiently and the overall productivity of the maintenance staff.

Responsibilities

General Engineering Duties:

- Complies with all applicable codes, regulations, governmental agency and company directives related to building operations and work safety.
- Supervise engineers and maintenance staff including hiring, training, and personnel development.
- Assist in maintenance/engineering issues as required.
- Recommend and implement improvement for preventive maintenance programs on an on-going basis.
- Develop and maintain effective building specific maintenance and safety procedure manuals.
- 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.
- Coordinate development of and/or maintain as-built drawings.
- Respond to all emergency situations quickly (fire, evacuation, equipment failure, etc.) and customer concerns.
- Implement and administer inventory control programs and purchase parts/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.
- Performs other duties as required.

Technical Requirements – Direct experience in a Commercial/Industrial property to include a hands-on, technical working knowledge in the following skill areas:

- HVAC Systems including large chillers, cooling towers, water source heat pumps, split systems, steam/hot water systems.
- Knowledge and maintenance of Pneumatic Controls
- 3 Phase 480V systems including generators, switch gear, electrical distribution
- Mechanical and plumbing systems.
- Ability to operate Energy management and Building Automation Systems.
- Ability to supervise and operate Fire Life Safety Components.
- Ability to read blueprint and schematic drawings.
- Knowledge of OSHA standards.

General Requirements

- Associate's degree (AA) or equivalent from two-year technical college or technical school and minimum of seven years' experience in complete building operations. Or equivalent combination of education and experience.
- Uses personal computer or PDA for work order system, email, and training.
- Basic skills with MS Office (Outlook, Word, Excel)
- Ability to keep information strictly confidential.
- Positive attitude and highest level of professionalism.
- Ability to effectively lead, mentor, and train other engineers on difficult repairs and new tasks.
- *Relationship Skills* – Ability to communicate effectively and professionally in both oral and written reports. ability to develop and sustain cooperative working relationships; professional phone manner; mature and self-motivated team player with good conflict-resolution skills; committed to personal growth and integrity aligned with Hertz Investment Group objectives.
- *Organizational/Multi-Task Skills* – Able to allocate one's time effectively and manage tight deadlines; ability to work under pressure and achieve quality results; ability to handle multiple demands and competing priorities, and adapt to new ideas and constant changes; results oriented, detail oriented and accurate.
- *Decision Making Skills* – Able to resolve problems using facts and sound reasoning; able to achieve goals using a strategic approach; proven innovation with a willingness to manage and adapt to change.