

## **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 Assistant Chief Engineer plays a key role in the functionality of the building. The Asst. Chief Engineer reports directly to the Chief Engineer and works together with the Chief Engineer and Building Engineers to maintain the facility and execute the operations and maintenance services program for the building. It is essential that the Assistant Chief 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:**

- Assist in the coordination of tenant construction and all capital building projects – assist in the review and approval of tenant space plans/construction and MEP drawings, etc.
- 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.
- 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.

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- 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 landscaping, sweeping, snow plowing, etc. and make direct contact with contractors as needed.
- Replace common area signage as needed, i.e. no parking, etc.
- Patch small potholes in parking area as needed.
- Have abandoned cars removed.
- 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 7 years of experience with a background in commercial plumbing, refrigeration, electrical and HVAC maintenance, repair and building operations.
- Desired but not required. Completed trade school or apprenticeship in an HVAC, plumbing, or electrical field.
- Experience working in commercial property management
- Hold an EPA 608 universal certification
- Strong oral and written communication skills. Good communication between the Chief, Assistant Chief and Building Engineering team is an integral part of the position.

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- 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 after normal business hours as business needs dictate

#### MATHEMATICAL SKILLS

- Assist the Chief Engineer in preparing and submitting an annual budget as it pertains to the Engineering Department, including all mechanical service contracts, general mechanical operating expenses, extraordinary mechanical, electrical or plumbing repairs.
- Assist the Chief Engineer in making necessary purchases within the approved budget and maintain supplies of tools and stock items.

#### PHYSICAL DEMANDS & WORK ENVIRONMENT

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. At times, the applicant may be required to work in unconditioned and outdoor environments and be exposed to different types of weather conditions, including extreme conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We offer a competitive salary and comprehensive benefits package including medical, dental, vision, life, disability, 401(k) and paid time off.

We are an equal opportunity employer.

Job Type: Full-time

Pay: \$0.00 per hour

Benefits:

- 401(k)
- 401(k) Matching
- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Flexible Spending Account
- Health Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan
- Vision Insurance

Schedule:

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- 8 Hour Shift
- Monday to Friday
- On Call
- Overtime
- Weekends

Experience:

- Commercial maintenance, repair and building operations: 7 years (Preferred)

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely:

- No

<https://www.indeed.com/jobs?q=M%20%26%20J%20Wilkow&l=Indianapolis%2C%20IN&ts=1596656373018&rq=1&rslidx=0&fromage=last&newcount=1&vjk=220171e348fb2093>

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