



We are seeking a **Maintenance Engineer** who will work under the Chief Engineer in downtown Indianapolis and will assist in implementing and maintaining the energy management, preventive maintenance, quality standards, operating objectives, and goals of Ownership. This must be done in a manner that not only protects, but also maximizes the value of the property.

It is our policy that the highest possible professional standards be maintained at all times when you perform your assigned duties and responsibilities. Our success as a business is directly related to the quality of the services that we provide. Contact with tenants, prospective tenants, owners, and vendors is to be guided by the highest professional standards including positive, supportive, friendly behavior and legendary service.

JOB DUTIES AND RESPONSIBILITIES (to include by not limited to):

- Perform minor electrical maintenance to include but not be limited to replacement or repair of fixtures (wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Perform minor plumbing maintenance (replacement or repair of leaks in drains and faucets, unclogging of drains).
- Perform minor painting, carpentry and masonry work (preparing surfaces and using brush, sprayer, or roller to apply paints, hanging doors, fitting locks and handles, etc.).
- Clean electrical & mechanical rooms, hallways, lobbies, corridors, and other work areas.
- Perform scheduled preventive maintenance on building mechanical equipment; inspect belts, check fluid levels, replace filters, etc.
- Calibrate and repair pneumatic systems.
- Repair doors, door locks and closets.
- Maintain records of scheduled maintenance procedures.
- Operate computers which control and monitor mechanical equipment.
- Respond to emergency maintenance requests as required.
- Fluent in the English language (read, speak, write)
- Read and follow written and oral instructions.
- Convey thoughts and recommendations orally and/or in writing to supervisors, contractors, and others in order to solve building-related problems.
- Lift and carry objects of up to 50 pounds for distances of up to 30 feet.
- Climb ladders and stairs.
- Scheduled shift is Monday - Friday, 11:30 am – 8:00 pm, with rotating weekend shifts.
- Overtime on an on call, as-needed basis.
- Competitive pay commensurate to experience.
- Prior working experience in commercial property maintenance.
- Perform other work-related duties as assigned.



EDUCATION AND EXPERIENCE REQUIREMENTS:

- Completion of secondary school education or G.E.D.
- Basic understanding of electrical, plumbing and carpentry is a plus.
- Basic computer skills, ability to operate Windows based software.
- Ability to pass background check.

PLEASE NOTE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills and or abilities required to do this job.

Please forward resumes to:

Veronica McNeely, Assistant Property Manager

vmcneely@thengroup.com