



## LEAD BUILDING ENGINEER JOB DESCRIPTION

Location of Job: Downtown Indianapolis

### Summary of Duties, Responsibilities and Goals

Responsible for maintaining all the building systems on a day-to-day basis through preventative and requested work orders. Requires proficient knowledge of building systems, electricity, equipment repair, building design and general building maintenance. Requires basic knowledge of structural systems, control systems, code issues, and involves the ability to recognize problematic mechanical devices. Works under the direction of the Property Manager.

### Duties & Responsibilities

- Perform preventive maintenance on HVAC equipment, plumbing and electrical systems.
- Assist in managing controls/building automation system
- Take meter readings on all meters and equipment
- Performs Property Inspections Daily
- Performs Service Requests and other duties as assigned
- Perform scheduled In-House Preventative Maintenance inspections and routines as assigned
- Escort, oversee and supervise contractors when performing inspections or repairs as assigned
- Responds to service work orders and resolves problems in a timely, safe and professional manner
- Replaces light bulbs and ballasts, and troubleshoots or repairs light fixtures
- Supports Lead Building Technician with repairs to plumbing systems, electrical, mechanical and HVAC at a professional level.
- Required to be on the “On-Call” rotation schedule and be able to respond to on-call requests within one hour
- May need to respond to emergency situations that arise during the day, such as leaks, power outages, etc.
- When needed, willing to work earlier and later than normal schedule and possibly on weekends
- Assists with snow removal as needed.
- Must have strong customer service skills working with tenants and clients.
- Communicates well with fellow staff, tenants and vendors

### Physical Demands:

- Requires the ability to bend, reach, lift, carry heavy items
- Must be able to work standing up all or most of the time
- Must be able to talk, hear, climb, stoop, kneel, crawl, handle or feel objects tools or controls
- Must be able to work on ladders and roof tops

### Work Environments:

- Possible exposure to vibration & noise.
- Requires working outdoors at times.
- Hazards include moving mechanical parts, electrical current, and exposure to chemicals, atmospheric conditions (fumes, odors, dust, mists, and gases). May need to wear a respirator on specific occasions.

- Requires use of personal vehicle to travel between properties; reimbursement will be provided.

#### Education, Prior Work Experience, Specialized Skills, and Knowledge

- High School diploma or GED equivalent.
- 3+ years' experience in commercial building maintenance or construction field is required which includes mechanical, electrical and plumbing operations for a commercial office buildings.
- HVAC technical training and EPA refrigeration licenses preferred.
- Basic understanding in Building Automation Systems, preventative maintenance and work order systems.
- Requires individual to be both punctual and to have a good attendance record.
- Must have basic working knowledge of smart phones, email (Office 365), computers.
- Ability to perform all the physical and cognitive tasks required to fulfill duties.
- Requires a valid driver's license.