

JOB DESCRIPTION

Title:	Building Engineer	Exempt/Nonexempt:	Non-Exempt, Full-Time
Department:	Office Property Management	Salary Range:	Commensurate w/experience
Reports to:	Chief Engineer		

M & J Wilkow, Ltd. has been in the commercial real estate business for 83 years. Its property management portfolio currently consists of office and retail properties covering approximately 13.9 million square feet. 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 the Company's portfolio. This expectation is not limited by the specific parameters of the job description. We expect that each employee will offer his/her help wherever and whenever reasonably necessary to ensure the success of the Company's 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.

General Position 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 directly to the Chief Engineer and works together with the Chief Engineer, Asst. Chief Engineer, and other Building Engineers 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 position's 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 Functions/Major Responsibilities:

- 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 most efficiently and effectively possible.
- Assists with troubleshooting and repairs of buildings and all installed systems including 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 responses, and resolution to requests and problems.
- Respond to all building emergencies 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 the Chief Engineer or General Manager.
- Respond to tenant requests such as moving furniture, setting up conference rooms, small repairs such as blinds, hanging shelves, assisting the tenant/owner with other requests associated with the common areas, and answering tenant-related questions.
- Vacant Spaces – Replace ceiling tiles, remove old cables in the ceiling, and paint.
- Replace burned-out bulbs and ballasts in the common areas and retrofit lighting.
- Inspect roofs for deficiencies and roof leaks. Clean roof drains as needed.
- Paint or instruct the building engineer to 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 the 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., handicap, no parking, etc.

- Patch small potholes in the parking area as needed.
- Have abandoned cars removed.
- Adjust timers as needed 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 and building inspections as requested.

Education and/or Experience:

- Minimum two years' experience with a background in plumbing, refrigeration, electrical and HVAC maintenance, repair, and building operations.
- EPA 608 universal certification (preferred but not required)
- Experience with an iPhone-based CMMS
- Experience in property management
- 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 outside scheduled hours as business needs dictate
- 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, and 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

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Standing, walking, climbing ladders, and lifting up to 50 lbs. is essential to complete the physical demands, and work environment described here is 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 non-air-conditioned and outdoor environments and be exposed to different types of weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Conditions:

Position experiences interruptions, need for frequent shifting priorities, and deadlines. Proof of valid driver's license and vehicle liability insurance is required.

The Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description is not an employment contract, implied or otherwise. The employment relationship is "At-Will." The company is an equal opportunity employer and the aforementioned job requirements are subject to change to reasonably accommodate qualified individuals.
