

Zeller owns and operates assets in Colorado, Georgia, Illinois, Indiana, Minnesota, Ohio, Oregon, Texas and Wisconsin, and we continue to grow and expand our holdings nationally. Since our founding, Zeller has delivered results for our partners and investors by providing best-in-class service and innovative solutions. We are looking to add a **Building Engineer** to one of our Indianapolis Indiana Properties.

### **General Description:**

Performs the appropriate procedures necessary for the operation and maintenance of the building systems insuring the temperature comfort to the satisfaction of the building tenants. General maintenance includes electrical, plumbing and security/life safety equipment and systems as assigned by the Chief Engineer and Lead Engineer.

### **Job Duties and Responsibilities:**

- Assist when necessary the Assistant Chief or Lead Engineer in overseeing and monitoring the operation and make adjustment of refrigeration, Heat Exchanger, HVAC, electrical, emergency backup systems and hot water systems; monitors operation, adjusts, and maintains refrigeration, chilled water, and air conditioning equipment; boilers, and ventilating and hot water heaters; pumps, valves, piping and filters; other mechanical and electrical equipment; record readings and make adjustments where necessary to assure proper operation of equipment. Requires the ability to analyze the operation of various systems, determine the cause of any problems/malfunctions and take corrective action as required.
- Performs preventive maintenance on all base building which includes but not limited to: assembling all tools, supplies and instruments necessary to complete the job, performing work with a minimum amount disruption, conducting immediate cleanup of work area, completing the preventive task sheet, returning tools to workshop, and unused supplies to store room, reporting any impending supply or material shortages to the Chief Engineer of any equipment problems.
- Monitors operation and maintains refrigeration, water cooling and air conditioning equipment; boilers, heating, ventilating and hot water equipment; pumps, valves, piping and filters; other mechanical and electrical equipment; recording readings as necessary to assure proper operation of equipment; responsible for reporting any problems/malfunctions. Monitor and control energy consumption as directed by chief engineer. Actively support all building or corporate initiatives.
- Maintains tools and orders supplies as required for installation and repairs. Participates in all property specific safety and or operations training.
- Complies with departmental policy for the safe storage, usage and disposal of hazardous materials. Maintains a clean and safe workspace.

### **Position Specifications:**

- High school diploma or general education degree (GED) and five to seven year's related experience and/or training or equivalent combination of education and experience

- Special knowledge and skills - Skilled in use of tools and machinery common to trade and craft.
- Certifications as required by local, state and federal jurisdictions
- Knowledge of Pneumatic Controls.
- Knowledge of OSHA standards.
- Personal characteristics - Team player, hard worker, good interpersonal skills, ability to communicate well in both oral and written reports.
- Ability to operate Energy Management Systems and supervise Fire Life Safety components
- For internal candidates, must consistently receive a “meets expectations” job performance review.
- CFC certification

If this sounds like you send your resume to Kandace Elliott-Collins at [kcollins@zeller.us](mailto:kcollins@zeller.us)