

Seattle, WA – Assistant Chief Engineer

STATUS

Non-exempt

ACCOUNTABLE TO

Chief Engineer, Director of Engineering

SCOPE OF RESPONSIBILITIES

In cooperation with the entire property management team, the assistant chief engineer will work to meet the on-going maintenance demands of the team to assure a high level of professionalism regarding all portfolio maintenance requirements, including timely response to and resolution of any tenant or owner requests or concerns.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assist with the development and implementation of the preventive maintenance program for portfolio.
- Assist with/perform scheduled maintenance and repairs in accordance with license(s) held.
- Assist with/perform scheduled inspections; complete and turn in inspection checklist.
- Note items on inspection checklist which require additional follow up.
- Assist with conducting regular engineer team meetings.
- Assist with conducting regular safety training.
- Assist with creating work schedule for other engineering team members.
- Participate in periodic property tours or meetings with client.
- Ensure and maintain quality appearance of property.
- Respond to and resolve tenant service requests in accordance with license(s) held.
- Provide assistance and direction to other engineers as required.
- Be capable of performing all duties of maintenance technician, building engineer, building engineer I and II, and lead building engineer.
- Supervise maintenance technician and/or building engineer, building engineer I and II, & lead building engineer.
- Review and/or draft scope of service specifications for various vendors and contractors.
- Provide direction or supervision to contracted vendors and contractors.
- Interact with and ensure quality of work performed by vendors and contractors.
- Review/implement and monitor scope of services/specifications for contracted services.
- Develop specifications for contracted services, in conjunction with other member of the management team.
- Positive interaction with building tenants and occupants.
- Participate at a corporate level to support the overall maintenance and engineering program for Kidder Mathews.
- Support in the annual operating and capital budgeting process for the portfolio.
- Utilize effective written and oral communication.
- Maintain a safe, clean work place and work in a safe manner.
- Be aware of and report any potential safety hazards.

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DESIRED EDUCATION, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS

Demonstrated working knowledge of typical office building systems, to include:

- Mechanical
- Fire and life safety
- Electrical
- HVAC
- Plumbing
- Security systems

Operate computer hardware/software, including:

- HVAC
- Security
- Microsoft Office Suite
- Effective time management practices.
- Leads by example.
- Able to work with minimal supervision.
- Proactive problem solving ability.
- Positive approach to building maintenance requirements.
- Five (5) years previous experience in office building maintenance or related fields.
- Ability to prioritize and manage multiple tasks effectively.
- Willingness to learn on a continuing basis.
- Demonstrated ability to “think on your feet”.
- Ability to read and understand construction drawings and diagrams.
- Demonstrated ability to work as a team member.
- Ability to follow-through and complete projects.
- Demonstrated ability to treat customers, vendors and co-workers in a courteous and professional manner

SUPERVISION EXERCISED

- Will directly supervise one or more of the following team members: maintenance technician, building engineer, building engineer I, building engineer II, lead building engineer.
- Develop, coordinate and communicate work schedule to direct reports
- Approve weekly time cards
- Approve overtime, vacation and other time off. Coordinate coverage for vacationing team members.
- Conduct annual performance evaluations.

MINIMUM REQUIREMENTS

- Hold 07C electrical certification.
- High school graduate or G.E.D.

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MINIMUM REQUIREMENTS CONTINUED

- Clean driving record.
- Available to work occasional overtime and provide after hours on-call response (pager/cell phone) on a rotational basis.
- Evidence of automobile liability insurance coverage and valid Washington state driver's license.
- Ability to pass background screen and drug test.
- Bondable.
- Provide appropriate small hand tools as needed.
- Appropriate, dependable vehicle capable of carrying tools and equipment required to complete assigned tasks. Equipment may include pressure washers, hand tools, power tools, ladders, etc.
- Clean, neat appearance in accordance with Kidder Mathews dress code.

Kidder Mathews offers a challenging, exciting, and professional work environment in a high profile industry. Competitive salaries and comprehensive benefits. Qualified applicants should submit cover letter and resume to hrpm@kiddermathews.com.