

## U-District Seattle, WA – Building Engineer

### **STATUS**

Non-exempt

### **ACCOUNTABLE TO**

Senior Property Manager, Property Manager, Lead/Chief Engineer

### **JOB SUMMARY**

In partnership with the entire property management team, the building engineer will work to meet the on-going maintenance demands of the portfolio 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.

### **ESSENTIAL FUNCTIONS**

- Support the development and implementation of the preventative maintenance program for the portfolio
- Perform scheduled inspections; complete and turn in inspection checklist on time
- Note items on inspection checklist which require additional follow up and communicate with chief and/or property manager
- Provide feedback to chief and/or property manager regarding needed repairs, special services, etc.
- Perform routine and scheduled maintenance and custodial tasks which do not require licensing (e.g. change HVAC filters, rebuild faucets, fix toilets, clear roof drains, etc.)
- Assist other engineers as requested
- Read and interpret manuals, constructions drawings, diagrams, and work orders to perform required maintenance and tasks
- Maintain quality appearance of property to Kidder Mathews and client's standards
- Partner with contracted vendors and ensure quality of work performed by them
- Review and monitor scope of services/specifications for contracted services
- Assist with development of specifications for contracted services
- Respond to and resolve tenant service requests which do not require licensing (e.g. running toilets, leaking faucets, etc.)
- Provide excellent customer service by interacting in a professional and positive manner with clients, vendors, coworkers, etc.
- Support annual operating and capital budgeting process as requested
- Use a variety of hand and power tools following all safety practices
- Maintain a safe, clean work environment by following all safety procedures
- Be aware of and report any potential safety hazards immediately
- Report all accidents immediately

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### **OTHER FUNCTIONS**

- Other job duties as requested or required

### **SUPERVISORY RESPONSIBILITIES**

There are no direct supervisory responsibilities

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to fumes, loud noise, airborne particles and both hot and cold temperatures.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and/or move items up to 10 pounds and sometimes more than 10 pounds and rarely over 50 pounds. The employee must frequently climb a ladder. Specific vision abilities are required to do this job including close vision, distance vision, peripheral vision, depth vision and the ability to adjust focus. The employee must frequently drive an automobile.

### **EDUCATION/CERTIFICATION**

High School diploma or equivalent; valid driver's license, automobile liability insurance and the ability to be covered by our insurer; maintain an O7 (preferred) or O7C trainee card, where applicable; ability to obtain an O7 electrical certification, where applicable

### **REQUIRED KNOWLEDGE**

Demonstrated working knowledge of typical office building systems (e.g. mechanical, fire and life safety, electrical, HVAC, security systems, plumbing, etc.)

### **EXPERIENCE REQUIRED**

3-5 years' experience in commercial building maintenance or related field; 3+ years' experience operating relevant computer hardware/software (e.g. HVAC, security, MS Office, Work order system, smart phones, etc.)

### **SKILL & ABILITY**

- Ability to obtain an employee fidelity bond
- Good communication and organizational skills. Ability to build relationships with clients, vendors and internal partners
- Ability to provide excellent customer service and mediate difficult client situations
- Ability to speak, write and understand English

## U-District Seattle, WA – Building Engineer continued

- Professional communication etiquette with good oral and written communication skills
- Demonstrated ability to function in a team environment and proactively problem solve
- Ability to prioritize, multi-task and utilize resources to execute tasks within a deadline oriented environment
- Demonstrated initiative and trouble shooting skills
- Demonstrated ability to use relevant technology including work order system and smart phone
- Willingness and demonstration of professional development and continual learning
- Demonstrated ability to follow through and complete tasks
- Available to work overtime and be on call as needed
- Professional, clean and neat appearance
- Ability to provide small hand tools as needed.
- Must have dependable vehicle capable of transporting needed tools/equipment (e.g. ladder, power washer, hand tools, power tools, etc.)

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](mailto:hrpm@kiddermathews.com).