

San Diego, CA – Chief Building Engineer - Property Management

STATUS

Non-exempt

ACCOUNTABLE TO

Senior Property Manager, Property Manager, Director of Engineering

JOB SUMMARY

In partnership with the entire property management team, the chief building 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.

ESSENTIAL FUNCTIONS

- Manage and lead team of building engineers and maintenance technicians including recruitment, supervision, scheduling, training, development, evaluation and disciplinary action of employees
- Provide coaching, direction and leadership to employees in order to achieve portfolio, company and client results
- Promote and maintain a positive working environment in alignment with Kidder Mathews values
- Conduct regular team meetings and safety trainings
- Develop and implement the preventative maintenance program for the portfolio
- Ensure scheduled inspections are completed and turned in on time; perform inspections on assigned properties
- Ensure noted items on inspection checklists which require additional follow up are resolved and/or communicated to the property manager
- Provide feedback to property manager regarding needed repairs, special services, etc.
- Ensure routine and scheduled maintenance and custodial tasks are completed (e.g. change HVAC filters, rebuild faucets, fix toilets, clear roof drains, etc.); perform these tasks on assigned properties
- 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
- Participate in property tours or meetings with clients
- Partner with contracted vendors and ensure quality of work performed by them
- Review, monitor and/or draft scope of services/specifications for contracted services
- Partner with management to develop specifications for contracted services
- Provide direction or supervision to contracted vendors and contractors ensuring quality of work is completed as expected
- Respond to and resolve tenant service requests (e.g. running toilets, leaking faucets, etc.)
- Provide excellent customer service by interacting in a professional and positive manner with clients, vendors, coworkers, etc.

San Diego, CA – Chief Building Engineer - Property Management

- Support and participate in annual operating and capital budgeting process as requested
- Use a variety of hand and power tools following all safety practices
- Ensure a safe, clean work environment is maintained and that all safety procedures are being followed
- Ensure that all accidents and any potential safety hazards are reported immediately

OTHER FUNCTIONS

- Other job duties as requested or required

SUPERVISORY RESPONSIBILITIES

Direct supervisory responsibility for up to 6 building engineers and/or maintenance technicians

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 O7C 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

10+ years' experience in commercial building maintenance or related field; 10+ years' experience operating relevant computer hardware/software (e.g. HVAC, security, MS Office, Work order system, smart phones, etc.); 3+ years in a direct supervisory role

San Diego, CA – Chief Building Engineer - Property Management

SKILL & ABILITY

- Ability to obtain an employee fidelity bond
- Able to work with minimal supervision and lead by example
- Excellent 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
- 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.