

## **Chief Engineer**

REI REAL ESTATE SERVICES Indianapolis, IN 46204

### **CHIEF ENGINEER**

#### JOB DESCRIPTION

##### Summary of Duties, Responsibilities and Goals

Responsible for maintaining all the building systems on a day-to-day basis through preventative and requested work orders. Requires proficient knowledge of building systems, HVAC, electricity, equipment repair, building design and general building maintenance. Requires basic knowledge of structural systems, control systems, code issues, and involves the ability to recognize problematic mechanical devices. Works under the direction of the Property Manager.

##### Duties & Responsibilities

- Performs morning start-up of building operations
- Performs Property Inspections Daily
- Utilizes building automation system for monitoring, troubleshooting and control of HVAC system.
- Performs Service Requests and other duties as assigned.
- Provides leadership and technical training to other technicians when asked upon.
- Perform scheduled In-House Preventative Maintenance inspections and routines as assigned
- Escorts contractor when performing inspections or repairs as assigned
- Responds to service work orders and resolves problems in a timely, safe and professional manner
- Replaces light bulbs and ballasts, and troubleshoots or repairs light fixtures
- Performs repairs to plumbing systems, electrical, mechanical and HVAC at a professional level. Advises management if equipment is not running at peak efficiency.
- Coordinates maintenance efforts with outside contractors when required.
- Ensures contracted maintenance is performed according to scope of contract and at required intervals
- Communicates well with fellow staff, tenants and vendors.
- Required to be on the On-Call rotation schedule and be able to respond to on-call requests within one hour.
- May need to respond to emergency situations that arise during the day, such as leaks, power outages, etc.
- When needed, willing to work earlier and later than normal schedule and possibly on weekends.
- If there has been accumulation of more than an inch of snow or ice in the last 24 hours, then an employee must arrive at 6:00 a.m. the next business day to check assigned properties
- For serious snow of 6 inches + or ice events, must be willing to stay overnight in hotel close to properties
- If there is a snow event or ice event during the work day the on-call technician must be willing to stay until 5:00pm. to make sure all the properties are safe and cleared for tenants to safely leave work
- Furnishes professional-grade mechanical tools

##### Physical Demands:

- Requires the ability to bend, reach, lift, carry large items
- Must be able to work standing up all or most of the time
- Must be able to talk, hear, climb, stoop, kneel, crawl, handle or feel objects, tools or controls
- Must be able to work on ladders and roof tops

#### Work Environments:

- Possible exposure to vibration & noise.
- Requires working outdoors at times.
- Hazards include moving mechanical parts, electrical current, and exposure to chemicals, atmospheric conditions (fumes, odors, dust, mists, and gases).Â May need to wear a respirator on specific occasions.
- Requires use of personal vehicle to travel between properties; reimbursement will be provided.

#### Education, Prior Work Experience, Specialized Skills, and Knowledge

- High School diploma or GED equivalent.
- 5+ years of related experience in a commercial property setting.
- EPA 608 certification for HVAC refrigeration preferred but not required.
- Must possess solid working knowledge of HVAC systems including but not limited to chillers, heat pumps, cooling towers, VAV boxes and controllers, pneumatic control systems.
- Must possess solid working knowledge of Fire Life Safety systems, electrical, plumbing, building automation systems, and general building maintenance
- Must have ability to read blueprints and As-builds
- Requires individual to be both punctual and to have a good attendance record.
- Must have good working knowledge of smart phones, email, computers, CMMS systems
- Excellent oral and written communication skills
- Excellent interpersonal skills with ability to train other technician
- Ability to perform all the physical and cognitive tasks required to fulfill duties.

Requires a valid driver's license.

Job Type: Full-time

If interested in this position, please submit your resume to [jobs1@reirealestate.com](mailto:jobs1@reirealestate.com) . No phone calls please