



Job Title:	Building Maintenance Engineer
Location:	Minneapolis, MN
Compensation:	\$22 to \$30 Hourly
Benefits Offered:	401K, Dental, Life, Medical, Vision
Employment Type:	Full Time

Summary of duties and responsibilities:

The Building Engineer II may supervise and coordinate activities for maintenance of the property, its structures and all associated mechanical, electrical, plumbing and emergency systems as directed by property manager. Employee should be pro-active in maintaining HVAC equipment in good working order and respond to maintenance calls in a timely manner.

Essential Duties and Responsibilities include but are not limited to the following:

- Perform daily building integrity checks. Ensure building and grounds interiors and exteriors are clean and safe. Change HVAC filters
- Basic HVAC knowledge to make minor repairs
- Handle all tenant service requests in a timely manner and informs tenant when the job is completed
- Order supplies, handle wallpaper repairs, fire extinguisher inspections, inspect automatic doors, clean up water spills, patch parking lot, pressure washing, touch-up paint on buildings, stairwells, etc., change light bulbs, stained ceiling tiles and other maintenance duties including plumbing repairs of faucets, toilets, in common areas and tenant spaces as requested by PM
- Meet service vendors and contractors to get bids when needed, quotes for emergency repairs, supervise some tenant finish work after hours, follow up inspections after repairs are made
- Individual maintains current inventory of all building tools, equipment and fixtures in a clean and orderly manner
- Conducts pre and post-construction inspection of Tenant Improvement areas to ensure all mechanical equipment is in working order and adjust to building standards
- Proactive in reporting all alarms or energy systems problems to Director Engineering and Property Manager as instructed
- Daily contact with the general public and must be able to relate to physicians needs and emergency situations in timely manner
- Performs other related duties and assignments as required

Qualifications:

- High school diploma with some college or technical training on Mechanical systems
- Universal HVAC certification preferred
- Strong customer service skills, dealing with tenants, administration, vendors
- Position requires four (4) + years' experience with well-rounded maintenance background in building maintenance, HVAC, plumbing, electrical, air compressors and painting
- Continued education on upgrades to building systems as needed
- Ability to work independently or supervise others as needed
- Good communication skills
- Reliable transportation to travel between buildings and carry supplies
- Valid Driver's license, proof of insurance and clean MVR report

- Electrical skills needed to replace exit lights, light bulbs and ballast
- Plumbing skills to install faucets, guts for toilets or other minor plumbing needs or supervise installation by Outside Contractors
- Basic HVAC experience

Position Competencies:

- **Service to Employees:** Treats other employees with respect and dignity and acts as a positive member of the team; establishes and maintains effective relationships
- **Service to Clients:** Provides high level of service to clients in all situations; strives to meet and exceed client expectations; establishes and maintains effective relationships
- **Service to Tenants:** Provides high level of service to tenants in all situations; strives to meet and exceed tenant expectations; establishes and maintains effective relationships
- **Attention to Detail:** Able to "zoom in" to detail quickly and accurately; checks information, picks up inconsistencies and mistakes; can make detailed comparisons between similar sources
- **Composure:** Does not become defensive or irritated when times are tough; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted; is a settling influence in a crisis
- **Critical Thinking:** The ability to think using analysis, evaluation, problem solving, judgment, and the creative process; considering the full picture and impact of action and decisions
- **Task Completion:** Responds effectively to clear direction; follows set procedures; solves immediate problems; escalates where appropriate; sees tasks through to completion

Compensation:

The Building Engineer II compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

Physical Demands:

- Ability to walk properties, climb stairs and ladders
- Ability to lift up to 50 pounds, if needed
- Work inside and outdoors as required
- Engineer is on call 24/7 and must be able to respond to emergencies at building on weekends and evenings

Supervisory Responsibility:

- No supervisory responsibilities

Promotional Opportunity:

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

This description is not all inclusive and duties will vary depending on assigned portfolio.

About Holladay Property Services:

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country. Our medical division has a national reputation of excellence in MOB management and development of medical real estate assets for third-party owners and is an IREM Accredited Management Organization.

Employee Benefits include:

- Medical, dental, vision, 401K
- Casual Fridays
- Strengths based culture
- Employee development
- Community involvement
- Competitive compensation
- Flexible schedules
- Free parking