

Marina Heights adds value for investors, owners, and occupiers of all commercial property types through comprehensive solutions grounded in sound market intelligence. As part of the Marina Heights companies, the firm applies a consultative approach to Agency Leasing, Asset Services, Occupier Solutions, Capital Markets and Research & Investment Analytics.

Our firm's award-winning culture and reputation for exceptional service are built on a common purpose - *Empowering Good People to do Extraordinary Things Together*. This unique approach, reinforced by the hiring of smart, passionate, hard-working people who understand the benefits of both collaboration and independence, create value for our team members and clients every day.

POSITION SUMMARY

The Lead Building Engineer is responsible for performing complex preventive maintenance and corrective repair of buildings, industrial systems, equipment, and grounds. Working under limited supervision, this position will monitor building system operations and performance. The Lead Building Engineer will utilize several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating, and cooling.

POSITION ESSENTIAL FUNCTIONS

- Review the daily work order and assigns tasks as necessary. Monitor repeat problems and make suggestions on how to correct.
- Oversee and inspect the work performed by engineering staff. Determine that work is complete, equipment is fully functional and client space is in prime working condition.
- Formulate and implement a preventive maintenance program to ensure that building machinery and systems meet or exceed their rated life.
- Inspect building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.
- Review assigned work orders. Estimate time and materials needed to complete repair. Maintain inventory of adequate supplies and tools and order necessary materials to complete all tasks.
- Consult with the Chief Engineer or Property Manager and clients to schedule preventive maintenance and other downtime to minimize business interruption and inconvenience.
- Perform assigned repairs, emergency, and preventive maintenance. Complete maintenance and repair records as required.
- Respond quickly to emergency situations, summoning additional assistance as needed.
- Maintain an energy management program to ensure measures are taken to operate all systems in the most efficient manner to keep operating costs at a minimum.
- Responsible for personal safety and the safety of those who are affected by your work.
- Perform other duties as assigned.

POSITION REQUIREMENTS

Education:

- High school diploma or general education degree (GED) and a minimum of two years of related experience and/or trade school training or equivalent combination of education and experience.

Experience:

- A minimum of 5 years building maintenance experience.

Technical Skills:

- Appropriate license/permit for trade as may be required, i.e., Journeyman or Master Electrician License or City Licenses, such as Refrigeration Certificate of Fitness, High Pressure Boiler License, High Pressure Steam Operator, etc.)
- Experience in operation, maintenance and basic repair of HVAC, boilers, heaters, pumps, refrigerant systems, compressors, water systems, etc.
- Knowledgeable in energy management systems, techniques, and operations.
- Thorough knowledge in all building systems operations, maintenance, and repair.
- Basic skills with Microsoft Office Outlook, Word and Excel.

Personal Skills:

- Must have a thorough understanding of HVAC, electrical and building automation systems.
- Ability to understand and give general instructions in standard situations.
- Strong organizational and analytical skills.
- Must effectively present information.
- Strong customer service orientation.
- May require shift work, overtime and/or on call duties.

Physical Skills:

- Stooping, standing, climbing and frequent lifting of a minimum of 50 lbs. of equipment (pump, tools, ladders) and ability to safely install rigging/lifting device.
- Lift and carry objects of up to 50 pounds for distances of up to 30 feet.
- May be required to work extended periods of time without relief when responding to priority/emergency situations (including overtime type assignments).
- Climb ladders and stairs.

TEAMWORK APPROACH

A detailed list of position responsibilities has been developed so that expectations are clearly communicated. However, it is rarely possible to provide a list that will capture all possible projects and assignments. Team members are expected to assist with additional assignments that may be requested by direct supervisors, and to lend assistance to other members of the team, when appropriate.

Team Member Signature

Date