

Property Management company is looking for a full time Lead Building Engineer position at an office building(s) located in (Troy, Michigan).

The building engineer will assist the property manager and will have a primary focus of keeping the building systems in proper working condition and working on miscellaneous maintenance / improvement projects at the buildings. Other tasks and responsibilities include but are not limited to:

- Maintain/repair building equipment and systems which include HVAC, chiller, generators, etc.
- Ensure that building systems are running as efficiently as possible, regarding energy efficiency.
- Assists in operation and maintenance of computerized building management system, including documentation of preventative maintenance, HVAC system schedule and service logs, and maintenance of generators, plumbing, electrical service, life safety and other building systems.
- Implement a preventative maintenance program to ensure that all building equipment and systems are operating at their optimal performance levels to ensure the maximum life of the equipment • Work with the Asset Manager to address all operational issues and explore ways to improve operating efficiencies • Identifying areas in need of repair and correcting same.
- Coordinate scheduling and work of on-site contractors to ensure minimal disruptions to tenants and their work. Review services provided by outside contractors to ensure the highest quality performance of the equipment at the assigned properties to maintain values of the properties • Follow up and monitor tenant improvements • Keep all mechanical spaces neat, orderly, and clean.
- Make minor plumbing, electrical repairs.
- Respond to tenant service requests, including emergency calls, as needed, after business hours.
- Basic computer skills, ability to respond to emails in timely manner.
- Maintain blueprints, technical manuals, daily logs and facility information in a neat, cataloged and updated condition.
- Perform other duties and responsibilities as directed.
- Perform miscellaneous tasks designated by Management.