



Title: Building Maintenance Engineer (Highrise Commercial Buildings)
Department: Facilities
Reports to: Facilities Supervisor
Status: Full-Time, Hourly, Non-Exempt
Revised: September 2025
Compensation: \$30-35/hour

Job Overview:

The Building Engineer responsibilities include general upkeep and maintenance within a commercial property portfolio. This individual will perform highly diversified duties related to HVAC, Plumbing, Electrical, Carpentry, and Painting with the completion of associated work orders, in a timely manner.

Essential Duties and Responsibilities include the following:

- Provide maintenance services (HVAC, Electrical, Plumbing, Carpentry, Painting and Special Projects), while displaying a customer focused attitude, a get it done mentality with good communication skills. Both commercial and residential tasks will be assigned.
- Administer and maintain rotating preventative maintenance programs on all building equipment (including BMS & Security) utilizing the firm's online work order system.
- Responsible for inspections and data recording for safety devices, including sprinkler systems, emergency generators, and exit signage.
- May oversee contractor activity performing facility repairs and special projects when appropriate.
- Assist with the development, implementation and administration of SOP's (standard operating procedures) and the annual operating and capital budget process.
- Provide after-hours / on-call support services when scheduled.
- Possess and maintain a customer focused attitude, a get it done mentality with good communication skills.
- Follows all internal policies, procedures, and complies with fair housing, state, and federal laws.
- Perform other duties and provide support as assigned, including snow & ice removal when needed.
- This position will report to the portfolio Facilities Supervisor.

Minimum Qualifications

- At least 5-7 years' experience with complex building systems.
- High School Diploma or GED.
- Valid and clean driver's license with a personal vehicle.
- Familiar with power tools and equipment operation.
- Experience with Microsoft office Word, Excel, Access, and Outlook.
- OSHA 10-Hour course is a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Able to lift 50 pounds.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.