



PROPERTY ONE

## JOB DESCRIPTION FOR

Job Title: Maintenance Engineer

Supervisor: Property Manager

Property: \_\_\_\_\_  
\_\_\_\_\_

### **Basic Responsibility:**

Plans, supervises and participates in the operation, repair and maintenance of the physical structure, electrical, mechanical, plumbing, heating, and cooling equipment in buildings under his supervision.

### **Specific Responsibilities:**

- Must have a good practical knowledge of all building crafts , such as electrical, plumbing, carpentry, sheet metal, refrigeration, air conditioning, and electrical, and pneumatic systems.
- Plans, supervises, and performs maintenance tasks. As per attached schedule tours building to inspect mechanical equipment such as refrigeration and heating equipment, compressors, pumps, etc., to insure proper operation. Regularly inspects physical structure for obvious defects or deterioration in order to determine maintenance and repair needs. Reports findings and makes recommendations to the Manager.
- Receives notification of malfunctioning equipment or other repair needs from the Manager, staff, or residents and investigates complaints to determine the extent of needed repairs, part, materials, and labor.
- Confers with and advises Manager regarding feasibility of calling in outside maintenance contractors.
- Requisitions purchase of required materials to the job. Supervises performs, and assists in performing repairs when necessary.
- Informs Manager of need for replacement of mechanical, electrical, heating, or cooling equipment, and other items when situation involved is not an emergency nature.
- Distributes Home Office prepared preventative maintenance schedules for regular maintenance procedures. (Yardi)
  
- Supervises and participates in the maintenance of operating logs, water treatment, repair records, equipment inventories, fuel consumption, and other allied records, in order to

determine the proper operation and maintenance of equipment, and to locate sources of recurring trouble.

- Confers with general contractors and subcontractors regarding proper maintenance, operation and repair of the physical structure, mechanical, heating, and cooling systems to determine responsibility for the repair of these items in newly completed buildings.
- Responsible for complying with existing building and safety codes, for the efficient operation of a maintenance department and for recommending improvements to the building and equipment.
- Responsible for the prompt analysis of malfunction of equipment or defects in plumbing, electrical, heating, and cooling systems, and for prompt completion of necessary repairs.
- Must have a thorough knowledge of building maintenance techniques in a wide variety of crafts such as electrical, plumbing, heating, cooling, carpentry, sheet metal, plastering and painting.
- Must know how to read and interpret construction blueprints and manufacturer's operating and maintenance instructions.
- Must be capable of making decisions under emergency conditions, such as power loss, equipment failure, or fire, and natural disasters.
- Must be properly licensed as required by management and if as decreed by local licensing boards to operate, repair or replace any fired pressure vessel, air conditioning, heating, plumbing, electrical, or refrigeration equipment under his control.
- Responsible for complying with safety regulations to avoid injury to self and others, as well as damage to equipment or building.
- Performs duties as assigned.
- Maintains assigned equipment in a neat and orderly manner.
- Receives orders from the Manager regarding repair or alterations of facilities and equipment.
- Repairs and replaces electrical fixtures and outlets, and occasionally is required to install new electrical outlets.
- Replaces fuses or resets overload switches on electrical circuits.
- Adjust or resets thermostats and air louvers in the heating and cooling systems.
- Clear clogged pipes and drains in wash basins, urinals, and commodes.
- Repairs plumbing fixtures, pipelines, valves, and washers damaged by corrosion, and occasionally is required to install new plumbing.
- Paints and refurbishes equipment and installations as may be required.
- Oils and greases electrical motors, pumps, shafts, and pulleys in accordance with preventive maintenance procedures.
- Repairs and replaces locks and makes duplicate keys.
- Performs related work , as required.
- Assists other employees doing related work during vacations, sick leaves, or when work loads vary and are adjusted by supervisory personnel.

### **Education / Certification Requirements**

- Technical knowledge in basic maintenance, HVAC, plumbing, electrical.
- Licensed City of N.O. engineer (if required)
- HVAC certification a plus
- Must have good mechanical and maintenance repair skills

### **Behavior Requirements:**

- Position requires a positive team-oriented and flexible working attitude
- Must have good people interaction skills
- Must be available for emergencies (essential personnel)
- Punctual Attendance

### **Disclaimer Statement:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

### **Signatures:**

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**Employee:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor:**

\_\_\_\_\_  
**Date**