Job Title: Maintenance Engineer I
Employee Name:
Department: Engineering
Prepared By: Grover Corlew of Florida, LLC

SUMMARY: To carry out general maintenance tasks and to assist others within the Engineering Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned which are necessary for the smooth and continued operations of the company.

Services to be provided by Maintenance Engineer under Property

At Manager's and Director of Engineering's direction and supervision. Any of these duties may be changed from time to time. To be determined based on building needs.

Report all emergencies and issues to Property Manager immediately.

Police sidewalks, walk paths, smoking area, loading docks, surface lot, and landscape, ash urns, waste receptacles etc., areas twice daily.

Respond to work tickets for repair in tenant spaces.

Assist contractors and sub-contractors especially after hours.

Ability to repair and replace door locksets.

Ability to calibrate door closers.

Ability to troubleshoot basic electrical problems and identify high and low voltage circuits.

Basic skills in the use of amp volt meters.

Basic plumbing skills to replace faucets and toilets parts.

Perform ceiling tile work and repair wall and floors in rest rooms in common areas.

Installation of directory tenant names as well as nameplates and directional signs.

Basic painting skills, ability to recognize different types of paint bases and solvents as well as acrylic and oil base paints.

Paint and touch up mechanical, electrical rooms, and common areas.

Paint restroom, and emergency stair doors.

Ability to apply weatherproof materials in the areas exposed to the elements such as roof areas.

Paint and touch up planter boxes at street level.

Ability to apply caulking and silicon sealants in restroom areas.

Basic knowledge to troubleshoot HVAC systems.

Ability to read pneumatic gauges, thermometers, and controllers.

Ability to read and troubleshoot chemical water treatment station, if available.

Provide hands-on service and maintenance of the building systems.

Assist other engineers with preventive maintenance and routine repairs as instructed.

Interact and cooperate effectively with tenants, customers, contracted services personnel, and building staff.

Assist in maintaining up-to-date files of building plans, equipment specifications, and maintenance logs.

Maintain inventory of needed spare parts and tools.

Clean any mechanical/electrical device or area.

Ability to operate portable fire extinguisher equipment.

Identify and locate fire equipment such as smoke detectors, strobe lights, pull stations, flow and tamper switches in order to appropriately respond to fire alarms.

Valid Drivers License and clear driving record.

Order, deliver, and pick up supplies by driving a licensed vehicle.

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence.

Respond to building emergencies as directed. Because of the nature of this position, 24-hour emergency coverage is required.

Must have the ability to work with others, the ability to follow direction from management, and the ability to follow workplace procedures.

This employee may be required to work overtime.