

Building Engineer

COMPANY SUMMARY

It all started in 1967. Today, Ackerman & Co. has grown to become one of the top full-service commercial real estate companies in the Southern United States with more than 30 million square feet of office, medical, retail and mixed-used space developed, nearly 7 million square feet under management, an investment portfolio valued at \$700 million, and a widespread presence that leverages the experience of our staff of more than 100 real estate professionals across the southeast.

DEPARTMENT: Property Management **CLASSIFICATION:** Non-Exempt **REPORTS TO:** PM/CE

QUALIFICATIONS:

- Strong mechanical aptitude, with the practical ability and physical strength to work on a variety of equipment.
- Reasonable standard of managerial ability, organizational skills, and practical mathematics, and computer skills.
- Commercial real estate maintenance experience desired.

RESPONSIBILITIES:

- Perform maintenance and adjustments as required on HVAC in buildings
- Trouble shoot and repair HVAC units and systems as required to maintain tenant comfort. Notify Lead Engineer when outside vendor should be called to complete repair
- Perform routine plumbing repairs as required. Advise Lead Engineer when outside vendor should be called for repair
- Ability to change lights and replace lighting ballasts
- Complete assigned preventative maintenance task reporting repair issues found as necessary to Lead Engineer
- Complete routine maintenance items as it relates to upkeep of common area of buildings and property
- Respond to tenant work requests in a timely, professional and courteous manner. Report to Management or Lead Engineer when outside contractor is required for repair
- Inspect buildings and grounds to ensure overall quality and high standard appearance of property. Report required repairs to Management Office
- Perform all assigned functions and tasks during emergency situation; i.e. fire drills, alarms, leaks, etc.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.