

POSITION DESCRIPTION

Position Title:	Building Engineer
Location:	Alpharetta, GA
Reports To:	Chief Engineer
FLSA Type:	Non-Exempt

Position Summary

The Building Engineer assists with the maintenance and operation of all mechanical equipment, appliances, building related systems, and routine general maintenance. This position works closely with the Chief Engineer and Lincoln staff in all areas of building operations.

Primary Functions

1. Perform scheduled maintenance and building repairs, including equipment testing, and preventative maintenance.
2. Perform unscheduled maintenance calls, including routine plumbing emergencies, minor equipment malfunctions, hot/cold calls, electrical and lighting repairs, and minor structural repairs (ceiling, ceramic / vinyl tile, floor, door, etc.)
3. Maintain records on all building equipment and report abnormalities to supervisor.
4. Assist in routine monitoring of service contractors.
5. Responsible for changing ceiling tiles, light bulbs, filters, ballasts, etc.
6. Respond to emergency calls after hours on a rotating basis.
7. Proactively conduct tours to look for deficiencies and coordinate/initiate repairs. (Such as stained ceiling tiles, slamming doors, broken restroom equipment, etc.)
8. Promote and maintain a safe work environment.
9. Perform other duties as required.

Property Specific Functions (as necessary)

Requirements (Competencies, Experience, Education)

Experience

Experience in plumbing repairs and troubleshooting. Experience in electrical repair, installation, and trouble shooting. Plus, some general building mechanical maintenance experience.

Education & Training

High school education or equivalent.

Competencies

1. Knowledge of and experience in mechanical concepts, HVAC principles, basic electrical, and basic plumbing.
2. Evidence of mechanical aptitude.
3. Excellent customer service skills.
4. Good verbal and written communication skills.
5. Ability to prioritize work and to be a self-starter as well as a motivated team player.
6. Valid driver's license and satisfactory driving record.
7. Working knowledge of hand and power tool operation and safety.
8. Ability to lift 50 to 100 pounds.
9. Ability to climb ladders.
10. Ability to pass a drug screen and a criminal background check.