

Building Engineer

We are looking for a full-time Building Engineer to be responsible for maintenance and repairs of various buildings and equipment in Seattle while performing outstanding customer service and tenant relations with integrity. The portfolio you will be working on includes eleven mixed-use office and retail historical buildings in Pioneer Square and you will be responsible for the maintenance and apartment turnover for 68 apartments.

STATUS: Nonexempt

WORK HOURS: 7:00 am – 4:00 pm

REPORTS TO: Chief Engineer

ESSENTIAL FUNCTIONS:

1. Ensure that buildings and surrounding areas are free of garbage and other debris on a daily basis.
2. Maintain work orders in YARDI software program and respond appropriately.
3. Daily check buildings for graffiti and remove as necessary.
4. Check building for security issues and respond. Download security footage. Meet with authorities.
5. Inspect roofs and drains semi-annually, clean and repair as necessary.
6. Inspect all security and fire alarm systems regularly to ensure they are in proper working order.
7. Maintain all lighting systems within buildings in a timely manner.
8. Perform maintenance on mechanical systems as directed.
9. Perform maintenance including, but not limited to, preventative maintenance, plumbing, electrical, and other minor repairs. Troubleshoot appliances and replace parts as needed. Clear drains.
10. Perform maintenance for apartment turnovers and coordinate with residential property manager and vendors for smooth and timely transitions.
11. Keep electrical, phone rooms, shops and all other common use rooms clean at all times.
12. Help maintain building key log; perform lock and door repair as needed.
13. Schedule and meet with contractors as necessary; inspect completed work.
14. On call as needed, rotation scheduled by supervisor.
15. Purchase supplies, as directed, in compliance with Samis' policies and procedures.
16. Represent Samis with a high level of integrity and professionalism. Adhere to Samis's policies and support management decisions and goals in a positive, professional manner.
17. Serve as a representative of Samis with tenants and contactors.

18. Perform other duties as assigned.

WORKING CONDITIONS:

Work areas involve changing environments and background noise. Position may require exposure to hazardous materials and dust, as well as varied temperatures, cramped workspaces and travel to multiple worksites.

MATERIAL AND EQUIPMENT USED:

Computer	Copier	Telephone
Hand Tools	Power Tools	Specialized Tools
Automobile		

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Sitting/Standing/Walking: Approximately 90% of time is spent moving around work areas performing maintenance duties. Balance of time (approximately 10%) is spent working at a desk.

Speaking/Hearing: Ability to effectively communicate with co-workers, tenants, contractors and outside agencies, by telephone and in person.

Vision: Ability to effectively evaluate and perform necessary maintenance functions, as well as use a computer screen and interpret printed materials, memos and other appropriate paperwork.

Lifting/Carrying/Pushing/Pulling: Ability to lift, carry, push and pull 100 pounds or more when moving, repairing and installing various materials.

Stooping/Kneeling: Ability to stoop and kneel when performing maintenance functions.

Reaching/Handling: Good manual dexterity is necessary for working with tools and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Good written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person and over the phone.
2. Knowledge of basic hand/power tools; ability to perform maintenance work; familiarity with electrical work and appliances; ability to identify hazards and damages.
3. Ability to take initiative and prioritize tasks; good time-management, problem-prevention, and problem-solving skills.
4. Ability to work independently and as part of a team; ability to motivate self.
5. Ability to work accurately with close attention to detail.
6. Ability to work with coworkers, tenants, contractors and outside agencies professionally and tactfully.

7. Possess a work ethic that includes neatness, punctuality and accuracy.
8. Ability to use various computer applications including: Windows, Outlook, Yardi maintenance program, HVAC systems, key card systems, and security programs.

QUALIFICATIONS:

1. Three-years building maintenance/engineer experience.
2. High school degree.
3. General mechanical and electrical knowledge or background in a technical field.
4. Must possess a valid Washington state driver's license and have a good driving record.
5. Must possess an O7 electrical license.

Competitive salary (DOE) and benefits. EOE. Please send a cover letter and resume to:

HR Administrator
Samis Foundation
208 James Street, Suite #C
Seattle, WA 98104
Or email to peggyl@samis.com