



## **SENIOR FACILITIES ENGINEER**

**Job Title: Senior Facilities Engineer**

**Type: Full Time**

**Location: Denver, Colorado**

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices ([www.urban-villages.com](http://www.urban-villages.com)). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

### **Position Overview:**

The Senior Facilities Engineer is responsible for overseeing the daily facilities operations for a portfolio of real estate assets and ensuring the regular and timely maintenance and repair of all building systems. This includes regular inspections, preventive maintenance, equipment monitoring, problem diagnosis, emergency response, and tenant/vendor communications. Other responsibilities include the management and supervision of a team of facilities engineers to carry out these objectives. This position will have the responsibilities and duties listed below and will report to, and work directly with, the Director of Facilities Management.

### **Responsibilities:**

- Maintain the operation of all building systems within the parameters of approved budgets, intended use and maximum efficiency
- Create, and ensure proper adherence to, preventive maintenance schedules
- Understand and enforce standard repair procedures and building standards of performance
- Oversee the programming and monitoring of all building operational systems (i.e., card key access, energy management systems, etc.)
- Ensure adherence to all building codes and regulations (including OSHA and ADA), oversee scheduling, execution, and reporting of all required inspections, and secure and maintain all necessary licenses and permits for building equipment and operations
- Lead and manage emergency response and safety protocol for all building tenants and staff
- Provide leadership, supervision, performance management, and training to a team of facilities maintenance engineers, and manage utilization and scheduling of personnel to ensure the timely and effective response to emergencies and routine tenant work requests
- Conduct regular meetings with staff and/or supervisor(s)
- Manage relationships and communication with building vendors and contractors, and participate in the selection of contract services, vendor negotiations, and day-to-day monitoring of vendor performance to ensure full compliance with established service agreements



- Maintain data, documents, manuals, warranties and other information related to all facilities, equipment, and systems, in accordance with policies established by the company, and create reports as required
- Assist with programs related to energy conservation, sustainability, and recycling
- Other general company and maintenance responsibilities as assigned from time to time

**Position Requirements:**

- Minimum of 5 years experience in building/property maintenance or related engineering field – experience with commercial properties preferred
- Minimum of 2 years experience in management or supervisory role
- Comprehensive understanding of mechanical, plumbing, carpentry, electrical, HVAC, and structural systems
- Well organized with attention to detail
- Experience with MRI, Yardi, Entrata or other maintenance work order software preferred
- Excellent oral and written communication skills, with ability to professionally communicate with diverse populations; polished customer service skills
- Ability to tackle multiple tasks simultaneously, without losing focus or attention on any one; not afraid to ask for help when needed
- Self-motivated, with “ownership thinking” perspective applied to decision making
- Ability to work evenings, weekends and holidays as part of a rotating emergency contact schedule
- Proficient use of both PCs and Macs
- Absolute discreteness in receiving and handling sensitive information
- Valid drivers license and insurability under the company’s insurance policy

**Compensation and benefits:**

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation and sick time, and public transit pass.

**Application Process:**

Candidates should send a cover letter, available start date, résumé and salary requirements to [maintenance.applicants@urban-villages.com](mailto:maintenance.applicants@urban-villages.com). Qualified candidates will be contacted directly. No phone calls, please.