

## **FACILITIES MAINTENANCE ENGINEER**

### **Position Overview:**

The Facilities Maintenance Engineer will assist in the maintenance and repair of facilities and equipment by performing a variety of skilled and semi-skilled electrical, plumbing, HVAC, carpentry, flooring, painting, and mechanical repair work. The position will have the responsibilities and duties listed below and will report to, and work directly with, the Senior Facilities Engineer.

### **Primary Responsibilities:**

- Assist in the installation, inspection, adjustment, preventive maintenance, and repair of HVAC equipment, including boilers, water pumps, chillers, air conditioning units, exhaust fans, air filters, compressors, and cooling towers
- Repair and replace plumbing fixtures including sinks, toilets, faucets and pipes (copper, PVC, black, etc.)
- Perform carpentry work including the construction, installation, remodeling and repair of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work, as directed
- Assist the Senior Facilities Engineer with inspection of the facilities to identify building maintenance needs and safety issues
- Assist in the installation, maintenance, and repair of a variety of floor coverings such as carpet, tile, linoleum and wood
- Understand and operate a variety of mechanical tools and equipment, such as power saws, power sanders, drills, air compressors, sewer augers, and various hand tools required for carpentry, plumbing, and maintenance work
- Assist in performing grounds maintenance activities, such as plant care, power-washing, sweeping and picking up trash
- Read, interpret and understand sketches, diagrams and blueprints
- Perform snow removal duties as needed
- Assist in the repair and maintenance of electrical lighting systems and fixtures, such as changing ballasts, transformers and bulbs
- Assist in the performance of preventive maintenance activities, and the maintenance of related records and logs
- Perform custodial duties, as needed
- Perform other related duties and responsibilities, as required

### **Position Requirements:**

- Minimum of 2 years experience in building/property maintenance or related engineering field – experience with commercial properties preferred
- Basic 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
- Physical requirements: ability to lift, carry and move materials or equipment up to 50 pounds in weight; job duties may also require work over 10 feet in height
- Ability to perform hand snow removal from sidewalks and stairs
- Self-motivated, with “ownership thinking” perspective applied to decision making
- Proficient use of both PCs and Macs
- Absolute discreteness in receiving and handling sensitive information
- Ability to work and be reachable evenings, weekends and holidays as part of a rotating emergency contact schedule
- 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:

In order to be considered for the position, candidates must 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.