



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Assistant Building Engineer – Bleu Ciel

Summary/Objective

The Assistant Building Engineer is responsible for working directly with engineering management in implementing and maintaining the energy management, preventative maintenance, quality standards, operating objectives and goals of the owner and Harwood Management Services. This must be done in a manner that not only protects but also maximizes the value of the property. The Assistant Building Engineer is to provide and assure a safe, clean, comfortable environment; to perform repairs and preventative maintenance functions necessary to building operations and as requested by residents or building management; to work within the guidelines and to make the Residents feel comfortable in their home environment.

Classification

Non-Exempt/Hourly

Essential Functions

Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Mechanical:** Monitors, operates, tests, maintains and restores to working order any component of the main mechanical or engineering systems used within the property. This involves hands-on scheduling and performance of preventative maintenance, inspection of equipment and systems for problems, execution of performance tests using the appropriate tools and/or equipment, and record keeping of all data associated with these tasks.
- **Fire & Life Safety:** Test and maintain the emergency systems including fire alarms, fire panel, smoke detectors, fire suppression equipment and emergency power supply systems. Coordinate, in conjunction with property management, fire drills and life safety emergency drills, accurately recording all necessary documentation. Responds appropriately to and assists emergency response personnel at any time when on duty or on-call.
- **General Building Maintenance and Operations:** Participate in, assist or take responsibility for establishing or improving maintenance and operations programs/schedules for all equipment, grounds, facilities and facility components. This includes door repair, ceiling tile repair, general painting, key control, housekeeping, porter responsibilities, irrigation, landscape awareness and lighting replacement and/or maintenance. Read, understand and operate test equipment (refrigerant gauges, thermometers, volt-ohm and amp meters). Read and comprehend blue prints and schematic diagrams of wiring, plumbing, pneumatics and building construction. Must operate in an environment of a busy schedule with interruptions
- **Electrical:** Working knowledge of systems from 12 volts to 480 volts and battery supplied power. Troubleshoot and solve various electrical systems at the property. Repair or replace faulty lights, ballast, plugs and switches.

- **Management and Communication:** Build and maintain effective communications and relationships with a variety of audiences such as Residents, company associates, internal contacts, regulators and vendors. Communication needs to be proactive and persuasive as well as responsive and service oriented. Will on occasion assist with or in the coordination of activities of the Day Maid or Porter.
- **On-Call Service:** Must accept responsibility for after-hours technical and physical interventions at the property. These can require visits to the property or connections by computer link.
- **Teamwork:** Must be able to act as full member of the property management team, building and maintaining effective relationships, managing differences of opinion, sharing ideas while being persuasive and listening effectively.
- Physical abilities include: Lifting upwards of 60lbs, standing/walking for long periods of time and capable of climbing ladders.
- Must keep up a professional appearance and hygiene

Competencies

- Adaptability / Flexibility
- Communication
- Customer Service
- Dependability
- Initiative
- Managing Diversity
- Leadership

Supervisory Responsibility

Yes

Position Type and Expected Hours of Work

This is a full-time position; Work hours fluctuate and this position is expected to participate in an On-Call program.

Required Education and Experience

- Certifications in HVAC Required.
- Experience working with electrical components and EMS systems.

Preferred Education and Experience

- AA in Mechanics or HVAC
- 3-5 years working in a maintenance or engineering environment
- 2-3 year working in a residential or hospitality environment preferred

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com