



The Jones on Main | 712 Main St. | Suite 930 | Houston, Texas 77002

JOB DESCRIPTION

Chief Engineer, The Jones on Main

General Description

The Chief Engineer reports to the Team Lead and is responsible for all operational activities associated with the Company's objective of creating value through the development, ownership, and operation of remarkable assets.

General Areas of Responsibility

- Plans, implements, coordinates and manages all mechanical operations, maintenance, building communications, and energy management programs.
- Ensures prompt response and resolution to facility operational issues including, but not limited to: HVAC, assuring all temperatures are adequate per lease agreements, plumbing, electrical, equipment malfunctions for all building maintenance matters.
- Prepare operating and capital budgets within budget time frame and requirements. Includes managing and adhering to the approved budget, monitoring G/L monthly, coding and approving invoices in a timely manner. Assists the PM team with monthly financial reporting to include variances, accruals, and funding. Researches, compiles and presents capital projects for short term and long-term capital budgets.
- Train staff on managing their appropriate portion of the budget and financial process (i.e. invoice coding, supporting invoices, payables process, and variances).
- Must remain current with latest HVAC technology trends including green building and energy management tracking and solutions.
- Complete knowledge and understanding of automation systems (Computrols or like software)
- Complete knowledge and understanding of electrical distribution systems
- Maintains Energy Star Portfolio for the building.
- Responds to emergency situations (fire, evacuation, equipment failure etc.) and tenant concerns.
- Must be available for "on call" assistance and be available to work off hours when needed.
- Coordinate and implement all emergency / hurricane preparedness for property. Implement plan and personnel should it be required. Prepare daily reports during events. Update plan annually. This includes all equipment and supplies needed should there be a hurricane / emergency event.
- Implements and administers inventory control programs/purchase parts and supplies.
- Monitor daily work orders. Institute procedures to reduce re-occurring calls. Supervise call resolution and completion. Review monthly work order reporting with Management.
- Perform regular and ongoing walk-through of facility checking overall appearance, functionality and maintenance issues. This includes common areas, restrooms and central plant.
- Develop engineering structure and related area of responsibilities for complete building management program.
- Assist with tenant coordination to ensure new tenant build out requirements are met regarding equipment specifications and operational performance, review plans for compliance with criteria and make suggestions for changes.
- Ensures compliance with applicable codes, requisitions, government agencies and company directives as relates to building operations.

General Areas of Responsibility - *continued*

- Complete knowledge and understanding of water treatment, as it relates to building operations.
- Manage periodic and routine maintenance on all facilities to include general repairs, painting and up-keep. Complete repairs and maintenance items as needed. Keep logs as appropriate.
- Recommends/implements improvements for preventive maintenance programs on an on-going basis and develop/maintain effective building-specific maintenance and safety procedure manuals.
- Manages engineering staff, including hiring, training, personnel development. Encourages advancement, growth and comradery within the group. Encourages participation in industry organizations, networking, and continued educational opportunities. Plans and monitors appropriate staffing levels including managing overtime.
- Ability to think analytically, define problems, collect data, establish facts, and draw valid conclusions.
- Responsible for setting department deadlines and compliance.
- Responsibilities may be added or deleted at any time at the sole discretion of Senior Management, as deemed necessary.

Required Expectations:

- The Chief Engineer is an extension of Midway and is expected to conduct oneself in a professional manner at all times.
- Aptitude for organization and managing a large staff working independently on many projects concurrently.
- Understanding and applied experience of Building Operations.
- Knowledge and Understanding of Budgetary responsibilities.
- An understanding of all company policies and procedures.
- Be a problem solver.
- Be visionary and proactive.
- Keep open lines of communications.
- Familiarity with Local, State and Federal laws.

Qualifications

- Bachelor's degree preferred from an accredited institution in Management, Finance or Economics.
- Ability to understand building and tenant architectural drawings.
- Knowledge of all equipment types and ages.
- Minimum of 10 years' practical experience in commercial real estate engineering.
- Stationary Engineer License of 1st Grade or 2nd Grade is required.
- Client service-oriented attitude.
- Excellent verbal and written communications skills.
- Strong organizational and prioritization skills.
- Tenant construction and capital project experience.
- Strong work ethic.
- Knowledge of MS Office (Word, Excel, PowerPoint and Outlook)
- Knowledge of Work Order software (Angus, Building Engines or similar type software)

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Developmental Plan

- All required Training & Certifications are obtained within the designated timeframe outlined in the above job description.
- The onboarding checklist at the property has been completed with the supervision of the Team Lead to ensure comprehension and full understanding within 3 to 6 months.
- Midway Onboarding has been completed in full:
 - MBARK & DISC Assessment
 - Drug Screen & Background Check
 - Complete first day onboarding and Benefits Enrollment
 - Attend MBARK within the first 90 days
 - Complete MidwayU within the first two years
- A team member who does not have the required permits or licenses, must obtain those permits or licenses within six months of starting the position, or six months from the date eligible for the license or permit.
 - Stationary Engineer License of 1st Grade or 2nd Grade is required to operate Power Boilers (high pressure steam or water) of over thirty (30) horsepower.
 - Boiler Operator Permit is required to operate Low-pressure boilers and power boilers up to 1,676,000 BTU. These boilers may be operated by either a stationary engineer or by permitted boiler operator.

Qualifications: To be eligible for a compensation increase the team member in this position must display a mastery of all above skills.