

## JOB DESCRIPTION

### Apprentice Property Engineer, 100 Park

#### General Description

The Apprentice Property Engineer, 100 Park role reports to the Chief Engineer and is responsible for assisting in the day to day operations and maintenance of various building systems and equipment as directed by the Chief Engineer.

#### Areas of Responsibility

- Respond to tenant requests
- Operate mechanical equipment
- Complete and maintain logs
- Perform basic preventative maintenance and handle general repairs
- Clean and paint equipment in areas designated by the Chief Engineer
- Position provides on the job training and an opportunity to further develop skills for a career in building engineering.
- Perform repairs, maintenance, and replacement of building components including but not limited to:
  - a. Building furnishings such as door handles, hinges, closers, curtain wall glass, gaskets, ceiling tiles, cove base, mini-blinds, floor and wall coverings.
  - b. Plumbing with restroom fixtures and unstopping drains.
  - c. Electrical work on lights, lighting ballasts, wall receptacles, switches, circuit breakers, mechanical parts such as fuses and starters, magnetic starters and control components, emergency generator, and emergency power distribution.
  - d. A/C Controls like thermostats and cold deck controllers.
- Ability to perform required tasks using all basic hand tools (i.e. socket sets, wrenches, pliers, screwdrivers, saws and hammers, etc.) in the correct and safe manner
- Understand the correct usage of power tools (pneumatic, electric, or engine drive), drill motors, saws, grinders, and impact wrenches correctly and in a safe manner
- Must be on rotation for "on call" schedule with other engineers and be available to work off hours when needed.
- Monitor lighting system, make seasonal adjustments to lighting schedule, change light bulbs and ballasts when required

#### Qualifications

- High School diploma or equivalent from an accredited institution
- Strong mechanical aptitude
- Strong customer service orientation and the ability to professionally respond to tenant requests.
- 0 to 2 years of relevant experience required.

- Effective written and oral communication skills essential including strong spelling, editing, proofreading and punctuation.
- Ability to manage all information with the highest degree of confidentiality.
- Ability to manage multiple priorities in a fast-paced, deadline-oriented environment.
- Ability to follow written and oral instructions.
- Exceptional follow-through skills.
- Uses reasoned judgment.
- Ability to plan ahead and think “outside the box”.
- Ability to think analytically, define problems, collect data, establish facts, and draw valid conclusions.

**Property Specific Certifications/Training Required**

- Service Tech

**Physical Demands**

- The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.
- While performing the duties of this job, the team member 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 team member is occasionally required to stoop, kneel, crouch, or crawl.
- The team member 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. (See attached Checklist)
- 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:
    - Midway 101
    - Financial Analysis
    - Investment & Capital Markets
    - Development
    - Leasing
    - Commercial Property Management
    - Multi-family Property Management

**Qualifications:** to be eligible for promotion or a compensation increase the team member in this position must have the following accomplishments and mastered skills.

- Apprentice Property Engineer will need to complete one semester of SMT classes and successfully obtain their boiler license.
- Apprentice Property Engineer will need to have at least two years of experience in this role or combined experience to be eligible for promotion or a compensation increase outside of market adjustments as needed.
- **Mastered Skills required:**
  - Complete knowledge and understanding of water treatment as it relates to general knowledge and property specific information.
  - Complete knowledge and understanding of HVAC as it relates to general knowledge and property specific information.
  - Complete knowledge and understanding of the fire, life, safety system and procedures as required by the City of College Station.
  - Complete knowledge and understanding of the building automation system specific to the property.
  - Complete knowledge and understanding of the electrical distribution systems as it pertains to the specific property.
  - Mastery of the work order system in order to ensure a timely response to all tenants and customers to reach the Midway standard of customer service.