



## JOB DESCRIPTION

### Maintenance Supervisor / Lead Engineer, St. Andrie

#### General Description

The Maintenance Supervisor / Lead Engineer, St. Andrie role reports to the General Manager and is responsible for the coordination and management of Fire, Life, and Safety programs of the budget; as well as effectively manage the day to day operations and maintenance operations of all building systems, including scheduling team members and tracking/reporting budgeted and unbudgeted expenses under the direction of the General Manager.

#### Focus Areas of Responsibility

- Coordinate day-to-day activities and implements adjustments to parallel changing needs of the property and team
- Assist with long-term strategic planning for the property, including budgeting and long-range forecasting.
- Operates and performs maintenance and repairs on all mechanical, electrical, plumbing, and HVAC related equipment as outlined by the supervisor including, but not limited to:
  - Pumps: including but not limited to alignments, annual inspections, and greasing of bearings.
  - Chillers: including but not limited to annual inspections, tube cleanings, and safety control checks, if applicable.
  - **\*\*Boilers**: including but not limited to annual inspections, fan bearings, lubrication, and cleaning. As well as checking all safety controls, if applicable.
  - Air compressors: including but not limited to filter cleaning, oil checks and change, and inspection of control and safety operation.
  - Air Handling Units: including but not limited to replacing filters, cleaning coils, pans, interior and exterior surfaces, bearing lubrication, controls operations inspections, maintaining equipment room conditions, and aligning moving parts.
- Perform repairs, maintenance, and replacement of building components including but not limited to:
  - Building furnishings such as door handles, hinges, closers, curtain wall glass, gaskets, ceiling tiles, cove base, mini-blinds, floor and wall coverings.
  - Plumbing with restroom fixtures and unstopping drains.
- Perform repairs, maintenance, and replacement of building components including but not limited to:
  - Building furnishings such as door handles, hinges, closers, curtain wall glass, gaskets, ceiling tiles, cove base, mini-blinds, floor and wall coverings.
  - Plumbing with restroom fixtures and unstopping drains.
  - 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.
  - A/C Controls like thermostats and cold deck controllers.

- Make adjustments and changes to fire alarm and life safety systems at each assigned property including but not limited to:
  - Activating and deactivating zones
  - Trouble, alarm, and supervisory response
- Maintain operation logs and files when appropriate or required, to include, but not limited to:
  - Rounds for required building(s)
  - Central Plant Operations
  - Inventory consumption logs
- Demonstrate knowledge and skills in HVAC distribution and controls by actively participating in house calls by making adjustments and/or taking corrective actions to resolve work orders.
- Review and complete the Culture Amp review process along with the Assistant Chief/Chief Engineer for all team members.
- Clean and paint equipment in areas designated by the Assistant Chief/Chief Engineer
- Ability to read and use all types of testing equipment such as analog digital multi-meters, pressure and temperature indicating and recording devices, air flow measuring devices, and lead detection devices.
- 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
- Review and understand the location of all important valves on the property and in the building(s) for the Fire-Life Safety system isolation (sprinkler system), the domestic water supply isolation valves, the heating and cooling isolation means for <Property name>.
- Identify and have basic knowledge of the location of emergency equipment (fire extinguishers, fire hoses, etc.) which are both located in the central plant and the buildings tenants and non-tenant spaces.

#### **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.
- Minimum of 5 years of relevant experience required.
- Ability to understand and comply with policies and procedures of both Midway and the property.
- 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, including equipment manuals, furnished in written, oral, or scheduled form.

- Exceptional follow-through skills.
- Ability to plan ahead and think “outside the box”.
- Ability to think analytically, define problems, collect data, establish facts, and draw valid conclusions.

#### **Certifications/Training Required**

- Successful completion of the Engineering Training onboarding requirements, as required for the Lead Property Engineer position.
- Display proficiency in all categories of the Engineering Assessment Checklist and possesses the ability to provide training in these areas.
- The EPA CFC Universal Certification Technician Certificate is required or must be obtained within two years of filling the Lead Property Engineer position.

#### **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. (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.

- **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 Houston.
  - 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.
- If upon promotion to this position, a team member does not have the required permits or licenses, the team member will obtain those permits or licenses within six months of the promotion, or six months from the date eligible for the license or permit.
  - Stationary Engineer License (1<sup>st</sup> Grade, 2<sup>nd</sup> Grade, or 3<sup>rd</sup> Grade) is required to operate Power Boilers (high pressure steam or water) of over thirty (30) horsepower.