

Classification: Exempt	Department: Community Association Management
Labor Grade: 7	Reports to: On-Site Manager
Rev Date: 5/17	Approved by: President and HR

**Position Title: Chief Engineer**

**Position Purpose:** The role is to supervise and maintain all building operating systems, manage vendor contracts and monitor performance standards, directly supervise maintenance and cleaning operations by defining and maintaining site personnel performance standards and routines. The primary responsibility of this position is to ensure the safety and security of the residents, guests and staff and to protect and maintain the physical assets of the property. This person is expected to function in a leadership position with the authority to set procedures within the department. The Facility Engineer works under the direct supervision of the on-site manager, and the general direction of the Property Manager.

**Essential Key Responsibilities and Accountabilities**

1. Provide outstanding, friendly, timely and professional customer service to include, but not limited to, residents, management, homeowners, vendors, contractors, and developers.
2. Supervise personnel to ensure they perform routine ongoing and preventive maintenance tasks in common areas and building operating systems. Utilize maintenance tracking and building system software. May periodically perform some routine and ongoing preventive maintenance tasks to train employees in the proper procedure and to maintain quality standards.
3. Monitor and supervise common area HVAC, elevator, electrical, boiler/chiller and life safety systems maintenance with outside service providers.
4. Ensure vendor is properly maintaining pool and pool area to comply with Health Department regulations.
5. Ensure housekeeping is properly maintaining all common areas, including offices, halls, restrooms, fitness room, resident lounge, elevators and parking garage.
6. Complete work requests in timely, efficient manner.
7. Prepare reports as required or requested.
8. Serve as an information resource about the building and its amenities.
9. Uphold and enforce Homeowner Association policy when necessary.
10. Attend staff meetings, mandatory training courses and staff development programs as required.
11. Exercise independent judgment and discretion to determine if association or homeowner is responsible for repair or solution to remedy problem (i.e. lock out, water leak).
12. Negotiates with vendors for good and services, negotiating the best possible price and service guarantee based on budget and schedule.
13. Maintain compliance with OSHA through employee training and monitoring work.

Classification: Exempt	Department: Community Association Management
Labor Grade: 7	Reports to: On-Site Manager
Rev Date: 5/17	Approved by: President and HR

14. Maintain compliance with building codes to ensure firm maintains its quality and customer service standards.
15. . Other duties as assigned.

**Position Requirements:**

1. BS Degree in Business or related field and/or industry experience.
2. Minimum five years experience in facility maintenance in a managerial capacity.
3. Plumbing, carpentry and electrical knowledge required.
4. Computer and electronic hardware and software system experience required.
5. HVAC certification preferred and must demonstrate experience and understanding of complex building systems.
6. Must have physical ability to periodically use maintenance tools; lift 40-75 lbs; operate maintenance equipment and access all areas of the property.
7. Be able to work independently and in a team environment
8. Strong interpersonal skills
9. Good writing skills
10. Able to train and develop maintenance staff

**Physical Demands & Work Demands**

1. While performing the duties of this job, the employee occasionally works in outside weather conditions.
2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually quiet to moderate.
4. Work is performed mostly in office settings.
5. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities.
6. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
7. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
8. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.

Classification: Exempt	Department: Community Association Management
Labor Grade: 7	Reports to: On-Site Manager
Rev Date: 5/17	Approved by: President and HR

9. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

I understand and accept the roles and responsibilities outlined in this job description.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_