

Maintenance Manager/Building Engineer

NAI Ohio Equities is currently seeking a Maintenance Manager/Building Engineer for a residential high-rise building in Grandview Heights, Ohio. The Maintenance Manager/Building Engineer reports to the Property Manager.

Candidate must: Possess large-building system knowledge and experience, specifically HVAC but including cooling tower and control systems, electrical and plumbing systems and services, and building structures; have the ability to effectively communicate and engage appropriately with residents, Property Manager and HOA board members; recommend and then manage contractors on small and large projects; affectively assign and manage team work tasks and handle multiple tasks simultaneously; and be cool under pressure while managing multiple projects and staff.

Accountabilities Include:

1. Ensure continued operation of all building systems and services.
2. Maintain building equipment, infrastructure and surrounding grounds.
3. Identify and manage projects and tasks of the maintenance staff.
4. Communicate clearly and effectively with tenants and Property Manager.
5. Ensure that safety is a high priority for staff and residents.

Job Responsibilities:

1. Identify and resolve maintenance problems within assigned budget and authority.
2. Manage the department and staff to respond to emergency building problems on a 24/7 basis.
3. Assign tasks to maintenance staff and monitor performance.
4. Recommend projects that are needed to address building equipment, infrastructure, and surrounding grounds issues that are outside assigned budget and authority.
5. Develop and maintain accurate and current records (digital and paper) on:
 1. building equipment and infrastructure operations (user and technical manuals);
 2. all repair work;
 3. facility drawings and modifications;
 4. preventative maintenance schedules;
 5. vendor contracts, agreements, proposals, invoices, and related issues.
6. Work with Property Manager and Summit Chase Home Owners Association (HOA) committees to plan for, and implement annual budget and related projects.
7. Other tasks within the scope of the Primary Responsibilities and as assigned by the Property Manager.

Basic qualifications include:

- High school diploma or GED
- 5+ years of maintenance experience
- Project management experience
- Ability to respond to after-hours emergencies
- Strong work ethic and solid organizational skills
- Fluent in Microsoft Office software
- Willingness to be company-trained for related services and certifications

Preferred qualifications include:

- Proven 2+ years of HVAC experience
- HVAC Certified
- Prior managerial experience with personnel

For employment, candidate will be required to successfully complete a background investigation and drug test. Email resume, references, and salary requirements for consideration to employment@ohioequities.com.