Company Overview
Hammes Company is comprised of a team of accomplished professionals with deep industry and functional expertise. The company assists a full spectrum of healthcare clients by advising, implementing and managing key strategies and solutions that build high-performing organizations. Hammes Company is recognized by leading healthcare providers and industry insiders as being one of the most trusted providers of consulting services in the United States. The company currently serves health systems, hospitals, physician groups and payers. Hammes Company is headquartered in Brookfield, Wisconsin and provides services through a network of regional offices strategically located across the country. For more information, please visit www.hammesco.com.

Position Summary
The Building Engineer will perform all duties as directed by the Property Manager to ensure the building is maintained at the highest standards as required by the owner while maintaining State and City code compliance. The Building Engineer is expected to respond to tenant service requests in a timely manner to ensure client satisfaction. Operates and maintains the HVAC equipment which includes changing filters and testing cooling tower water where applicable. Responsible for monitoring the building’s energy management program and proactively monitoring energy consumption for the building. This position will also work with the building’s web-based work order and preventative maintenance system.

Principal Duties and Responsibilities
This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Complies with all EPA, OSHA & ASHRAE rules, requirements, procedures and guidelines. Ensures that each building’s Fire Life Safety System is in compliance with the Department Codes within that city.
- Performs scheduled preventive maintenance on all HVAC, electrical, plumbing, fire control and building management systems. Oversees outside contractor/vendor maintenance work and repairs to the Fire/Life Safety and HVAC systems.
- Completes assigned work orders in a timely manner and provides follow-up with Tenants to ensure customer satisfaction.
- Routinely tours building exterior structure and roof to identify required repairs.
- Acts as Landlord’s representative to oversee tenant construction and building improvement projects as requested to ensure compliance with City and State building codes.
- Assists with the building’s energy management program to ensure the Building is operating efficiently and cost effectively from an energy usage standpoint, including the gradual daily start-up of the building HVAC system.
- Manages the performance of vendors and contractors working on the premises.
- Keeps all mechanical and electrical rooms clean at all times.
- Oversees the elevator maintenance contractor to ensure monthly mandated testing and recording results as required by City code. Ensures elevator equipment rooms are properly maintained.
- Assists in coordinating the completion of any other projects or repairs.
- Provides weekly updates to management regarding building issues and projects.
- Tracks and keeps current all building related permits, i.e. elevator, emergency generator, building swing stage, etc.
- Maintains an inventory of all building tools and equipment.
- Assists in the oversight of other properties from a mechanical and operational oversight aspect.
- Performs other reasonable related duties as assigned by management.

Work Relationships and Scope:
The Building Engineer will work closely with the property management staff in a team environment. The effectiveness of the team is critical to the performance of the properties and the satisfaction of the tenants. Due to the nature of this position, must demonstrate expert customer service skills and professionalism in the performance of all duties.
Physical Demands:
The physical demands described here represent qualifications that must be met by a candidate to successfully perform the daily demands of the job. Reasonable accommodations when possible will be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the candidate is regularly required to stand, walk and to climb stairs. The candidate is frequently required to use hands to grasp, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The candidate is occasionally required to sit. The candidate must regularly lift and/or move up to 30 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include tasks involving close vision and depth perception.

Working Conditions:
The characteristics of the work environment described here are representative of those a candidate encounters while performing the essential functions of their job in a busy medical office building. While performing the duties of this job, the candidate is frequently exposed to wet and/or humid conditions and outside weather conditions. The candidate is occasionally exposed to fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment may at times be high, i.e. HVAC equipment room, Cooling Tower, Boilers and Emergency Generator rooms.

Knowledge, Skills, and Abilities:
The requirements listed below are representative of the knowledge, skills, and abilities required to perform this job successfully.

- A High School diploma or GED equivalent.
- A minimum of 5 years of work experience in building maintenance and operations, including extensive knowledge of building systems including HVAC, electrical, plumbing, plant operations, fire alarm systems, energy management/energy star certified building, and other building equipment.
- Knowledge of EPA, OSHA, and JACHO.
- Refrigerant certification, EPA certification, asbestos awareness, and IAQ awareness training preferred
- Demonstrate hands-on experience in the following areas: HVAC, Electrical, Plumbing, Plant Operations, Fire Alarms Systems, Building Automation Systems, and Construction Management. Applicant’s job experience should be in a medical office building setting.
- Professional attitude and appearance, attention to detail and strong work ethic.
- Must have proficient knowledge of Microsoft Office (Word, Excel, Outlook), Windows application, and experience with 360 Facility Management Work Order system preferred.

Acknowledgement:
This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by your supervisor. All requirements are subject to change over time and to possible modifications.