



Title: **Building Services Technician**  
Department: **Property Management**

Responsibilities Include (but are not limited to):

- Work in conjunction with other maintenance personnel regarding upkeep of commercial, retail and residential properties.
- Handle the care and maintenance of all mechanical systems in the building.
- Utilize the work order system and the purchase order/requisition procedures.
- Develop specifications for work, negotiate prices and contract with contractors, scheduling work times and monitor their progress in conjunction with the Building/Property Manager.
- Maintain courteous communication with tenants, contractors, work crews and representatives of other companies.
- Review outstanding work to determine work priorities and schedule repairs.
- Inspect and maintain all maintenance equipment, HVAC systems, etc.
- Serve as a trouble shooter; handle tenant requests.
- Perform miscellaneous building maintenance repairs and services including by not limited to hanging pictures, installing coat hooks, shelving standards and shelving, checking operation and condition of doors, performing minor repairs to door hinges, installing vertical blinds, minor door adjustments assist in flood cleanup, replacing damaged ceiling tiles and light lenses, moving and/or storing office furniture, maintaining department equipment in clean and operating condition (snow blower, water extractor, wet/dry vacuum, etc.), checking HVAC units, replacing defective parts, and controls to ensure proper heating or cooling, inspecting occupied and vacant suites, monitor operation of HVAC equipment and heating controls.
- Perform minor electrical and plumbing repairs and services.
- Maintain all equipment in top order at all times, including shop and supply rooms.
- Confer with Building Manager to resolve maintenance problems and recommend measures to improve operations.
- Obtain fit up and repair bids; submit prices and recommendations for approval to Bldng Manager
- Test Emergency Generator
- Schedule and follow-up on fit up and repair work to completion.
- Monitor contracted services such as fire alarm testing, Pneumatic control systems, filter changing, Water & Sewer Commission testing of Back Flow Preventers and cross connections, fire extinguishers which are recharged or replaced, etc.

- Provide recommendations to Building Manager for annual budget.
- Obtain cost for miscellaneous supplies; review with Building Manager and follow-up by ordering.
- Provide Building Manager with various reports and documents.
- Meet weekly with Building Manager.
- Develop annual preventative maintenance calendar for all equipment and complete/schedule work in accordance with calendar.
- Complete building inspections and perform follow-up remedial work as necessary or contact with outside party for service.
- Respond to after-hours emergencies and resolve problems as quickly as possible, in house wherever possible.
- Record monthly sub meter readings or utilities.
- Minor upkeep on Owners vehicles such as startup periodically, install/remove battery tender, schedule maintenance.
- Perform related duties as assigned.
- Be available for after hour emergencies.

If you are interested, then please review the attached job posting and email Mark Goldstone at [mgoldstone@dlsaunders.com](mailto:mgoldstone@dlsaunders.com)

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Majors: HVAC

*For further information please contact the offices of Career Services and Industry Partnerships:*

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