

## **Commercial Property Building Engineer Opportunity**

InSite Realty Partners, L.P. is an established, privately owned commercial real estate company in Houston, Texas specializing in project leasing, property management, asset management and development services for over 9.6 million square feet. InSite also focuses on the acquisition and disposition of properties and investment sales and brokerage services.

We are looking for a motivated, self-starting individual to join our team as a full time Building Engineer to cover multiple buildings.

### **Job Description/Responsibilities:**

- Repair and maintenance of HVAC, plumbing, electrical, lighting, roof, life safety, structural, parking, landscape and other building related issues. Identify problems, determine possible solutions, obtain bids for third-party or pricing of parts for in-house work, recommend most cost-effective solution and follow through to completion.
- Work with Property Manager to identify potential liability risks and obtain solutions and pricing to minimize risks.
- Monitor utility consumption, implement procedures to reduce consumption amounts when possible.
- Maintain binder of all required permits, inspections and testing for each property. Ensure proper tests and inspections are performed as required.
- Assist with monitoring the construction of tenant spaces and capital improvements, ensure contractor rules & regulations are upheld, and that code compliance and building standards are maintained.
- Assist with preparation of and ongoing compliance with the property budget.
- Maintain inventory of tools and maintenance equipment and parts.
- Respond to building emergency calls and daily service requests submitted via building work order system.
- Work as a team with janitorial, security and other building staff. Review CCTV footage, security reports and janitorial reports as needed.
- Reports to Senior Property Manager.

### **Qualifications:**

- Minimum 5-year experience in HVAC, plumbing, construction, maintenance and/or repair work.
- Working knowledge of personal computer and/or PDA for work order system, email and research. Microsoft office experience, Outlook and IMPAK software are a plus.
- Must have valid driver's license and insurance and be able to travel around the Harris County area to various buildings.
- Team Player with strong initiative, honest and customer service oriented

### **Comprehensive Benefits Package**

Please email your cover letter and resume to Lynn Dippon for consideration @ [ldippon@insiterealty.com](mailto:ldippon@insiterealty.com) or fax to 713-339-1313.