



JOB DESCRIPTION

Title: MAINTENANCE ENGINEER

Location: Miami, FL

ROLE SUMMARY/PURPOSE

Perform general maintenance of building structure and appearance for corporate office/warehouse parks in various locations. Needs to be familiar with safe handling and use of power tools. Knowledge of basic plumbing, electrical and mechanical skills. Property upkeep including trash removal and customer relations.

ESSENTIAL FUNCTIONS AND TASKS:

- Receives verbal instructions or written work order from office staff.
- Performs maintenance work orders according to schedule. If request is beyond engineer's possibilities, notify manager.
- Maintains and repairs interior and exterior finishes of buildings.
- At times, paints interior and exterior walls and trim, generally touch ups and repairs.
- Performs small projects as assigned.
- Keeps facilities clean in appearance, removing trash as required.
- Communicates effectively with customers to determine and service needs.
- Completes and submits receipts and paperwork accurately and on time.
- Manages time wisely, remains productive while working independently.
- Works required hours. Is available during non-work hours as needed and responds to emergency calls in a timely manner.
- Reports to the property manager. The maintenance engineer is responsible for various housekeeping and minor repairs of the property
- Ensure areas are clean and neat: sweep sidewalks, common areas, courtyards, stairways and trash enclosures
- Check restrooms for cleanliness and restock if supplies are low.
- Dust all window mullions, and outdoor lighting fixtures. Clean and spot wash all common area entry doors. Dust and clean directory boards and mailboxes.
- Tour all vacancies, replace burned out light bulbs, stained/damaged, ceiling tiles, flush toilets and run water briefly in sinks to keep drains fresh, check lock boxes for keys, remove newspapers and directories from door fronts at all vacant suites, have mail boxes keys ready for vacant spaces where applies, etc.
- Sweep out and dust electrical distribution switchboard rooms. Be sure that no items are being stored in electrical rooms and notify manager if items found in rooms.
- Report any maintenance or mechanical problems to the property manager or property assistant
- Sweep roofs and gutters at least once a month

QUALIFICATIONS/REQUIREMENTS:

Basic Qualifications

- Must have a minimum of 2 years experience in commercial office building operations.
- Good general maintenance skills.
- Proven knowledge of technical terms used in HVAC, plumbing and electrical.
- Strong knowledge of building trade tools and equipment and good verbal communication and customer service skills.
- Must be able to lift (push/pull/carry) a minimum of 25 pounds.

Eligibility Requirements

- Must be willing to submit to a background investigation
- Must have unrestricted work authorization to work in the United States
- Must be willing to work overtime on weekends or during holidays with short notice
- Must have valid driver's license and reliable transportation

Additional Eligibility Requirements

PS Business Parks will only employ those who are legally authorized to work. Any offer of employment is conditioned upon the successful completion of a background investigation.

DESIRED CHARACTERISTICS

- High School diploma or equivalent is desired
- Proven knowledge of technical terms used in HVAC, plumbing and electrical.
- Ability to complete work on time and accurately
- Ability to perform the requirements of the job with a minimum of direct supervision
- Ability to demonstrate effective verbal and communication skills, be able to follow oral and written directions, and communicate with tenants in an effective manner

QUALIFICATIONS/REQUIREMENTS

To be considered:

All qualified applicants are welcome to apply by submitting their resume, cover letter and salary history to: bpcareers@psbp.com

Please note job code: 2010014 - MEFL

ABOUT US

PS Business Parks, Inc. (NYSE PSB) is a publicly traded full service real estate company with expertise in leasing, property management, acquisition and development. As of December 31, 2008 the Company owned and operated approximately 20.1 million rentable square feet of commercial space located in eight states: Arizona, California, Florida, Maryland, Oregon, Texas, Virginia, and Washington. The Company also manages approximately 1.4 million rentable square feet on behalf of Public Storage, Inc. and its affiliated entities.