

Maintenance Mechanic for East River Plaza

Job Description

Commercial Real Estate firm seeks high quality Maintenance Mechanic for New York City retail location. Candidate must be a motivated self-starting individual with the necessary skills that fulfill the responsibilities listed below:

Required Qualifications

Responsibilities include, but are not limited to the following:

- Perform work necessary to complete Tenant and Base Building Work Orders and work tasks. This includes, but is not limited to all work customary with the maintenance of a large-scale retail center including plumbing repairs, electrical maintenance, painting, door and hardware repairs, carpentry work, snow removal, etc.
- Perform all work in an industry standard and acceptable manner. This includes proper prep-work, as well as proper protection and clean up upon job completion. All work should also be completed in a time efficient manner and seen to completion without open items.
- Performs preventative maintenance tasks on equipment such as light bulbs and ballasts, changing filters, cleaning and lubrication of operating equipment, belt changing and alignment.
- Must be knowledgeable in the operation and use of common & specialty tools.
- Candidate must be able to respond to and/or assist with Emergency Calls 24/7.
- Must be available on weekends and holidays when required.
- Coordinates, directs and monitors contract workers as needed to support the operation and maintenance of the facility.
- Must possess working knowledge of safety procedures as well as safety hazards and precautions related to the building and maintenance trades.
- Routinely and safely lift varying objects with varying weights of 60 pounds.
- Work while sitting, kneeling, walking and standing for prolonged periods of time.
- Ability to perform strenuous activity while working outdoors in extreme heat or cold, working in confined spaces, climbing ladders, using man lifts and using fall protection equipment.
- Climb ladders and work in confined spaces.
- Must have the ability to work independently as well as establish and maintain harmonious relations with other staff.
- Proactively maintain the appearance and physical condition of the Property by promptly identifying problems and/or abnormalities, and determining and performing the corrective action, and / or reporting them to Management so that they can be properly addressed.
- Complete and provide detailed daily reports to the Operations Manager and/or Property Managers.
- Employee must quickly become familiar with the Building's BMS controls system in order to make changes and adjustments when required and requested by Management.
- Maintains routine records of all inspections, preventive maintenance and repairs performed on any equipment or system to ensure compliance with state and federal agencies including FDNY.
- Maintain building storage rooms, maintenance shops and all other back of the house areas such as mechanical & equipment rooms, in a neat and orderly manner.
- Keep track of and maintain company issued tools and equipment.
- Maintain professional relationships with the Tenants, vendors & co-workers.

- Notify Management regarding the need for supplies or special tools. Place supply orders when authorized by Management.
- Forward timecards to Management, weekly, for payroll processing.
- Coordinate cleaning projects with cleaning staff and Tenants.
- Record and report all utilities such as gas, water & electric meter readings as directed.

Experience

- Minimum of 3 years' experience as a Maintenance Mechanic.

Required Education

- *High School Diploma or GED Equivalent

Company Benefits

- Employee contributions and waiting periods may apply
- 401(k)
- Medical
- Dental
- Life and Accidental Death Insurance
- Short and Long Term Disability Insurance
- Flexible Spending Account

Job Type: Full-time

How to apply: Resumes should be submitted to HR director Stacy Feld at sfeld@bdg.net