



140 First Street  
Batavia, IL 60510

---

Office - 630-879-3680  
Fax – 630-879-3684  
[www.beiproperties.net](http://www.beiproperties.net)

## Maintenance Engineer Job Posting 10-22-19

---

For 60 years, BEI Properties has been a Real Estate Solutions leader, headquartered in Batavia, IL.

With many owned and managed properties throughout the Fox Valley area, BEI Employees are active and support their local communities, organizations and non-profits.

BEI excels at locating space for its clients' diverse real estate needs, whether office, retail, warehouse, or industrial space, with a unique track record of repurposing several area historical buildings. BEI continues to innovate, by offering value-added services including property management, residential real estate, and storage services.

We understand the unique needs of businesses and have built and maintained relationships that have allowed us to become the premier real estate firm in the Fox Valley.

BEI Properties team members are motivated individuals that help each other do outstanding things every day. All team members work towards the company core values:

1. Commitment to Excellence
2. Respect for our Customers
3. Growth Focused
4. Personal Accountability
5. Teamwork

BEI has exciting open opportunities for team players that live and demonstrate our “Humble, Hungry, and Smart” company culture.

**Humble:** Humble team members are quick to point out the contributions of others and slow to seek attention for their own. They share credit, emphasize team over self and define success collectively rather than individually.

**Hungry:** Hungry team members are self-motivated and diligent. They are constantly thinking about the next step and the next opportunity.

**Smart:** Smart team members are interpersonally appropriate and aware. They have good judgment and intuition around the subtleties of group dynamics and the impact of their words and actions.

We are large enough to make a difference but small enough to assure your voice is heard. BEI prides itself on being an organization where every person and position matters.



140 First Street  
Batavia, IL 60510

---

Office - 630-879-3680  
Fax - 630-879-3684  
[www.beiproperties.net](http://www.beiproperties.net)

What you'll love about us

- Health Benefits
- Prepare for the Future- 401k with company match
- Tickets for Community Events
- Gym Membership

Come join our team of smart, motivated, and fun people!

### **Summary of Responsibilities:**

To service, maintain & improve company properties in a prompt, professional manner through superior technical knowledge and a very strong motivation to do whatever it takes to keep properties in the best possible condition.

Maintain up to date training in your field of expertise (HVAC, Plumbing, Electrical, etc.)

### **Essential functions:**

- Must be neat and presentable at all times (remember you represent Batavia Enterprises, Inc.).
- Ability to deliver outstanding customer service by working with BEI Management and tenants when they have a complaint or problem.
- General knowledge of the mechanical workings of the building, both interior and exterior.
- Understands sub-contract work and supervise the work so that it is completed properly.
- Assist the management team in all building maintenance related aspects and check daily with your supervisor in the management office.
- Information Technology: Must have a strong working knowledge of email, Microsoft Office programs, and preferably, Appfolio, BEI's online work order ticketing system.
- Help in training new personnel in your field and be able to work alone on single man jobs.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis.
- Check all electrical problems and repair or supervise repairs by outside contractor. Also, perform minor to general electrical repairs as needed: i.e. replace faulty power cords/plug, outlets/circuit breakers, change lighting ballasts, electrical switches, minor wiring, etc. Repair, maintain and replace interior and exterior lights.
- General working knowledge of HVAC equipment for the sake of troubleshooting and diagnosing issues.
- Maintains records of scheduled maintenance procedures.



140 First Street  
Batavia, IL 60510

---

Office - 630-879-3680  
Fax – 630-879-3684  
[www.beiproperties.net](http://www.beiproperties.net)

- Performs outside custodial duties as needed, such as minor landscape clean-up, snow removal, pressure wash sidewalks, general building and grounds cleaning, etc.
- Know the locations and routine inspections on the following systems for various company owned and managed properties:
  - HVAC systems
  - Sprinkler systems
  - Primary & secondary electrical systems
  - Domestic water systems
  - Sanitary sewer systems
  - Storm sewer systems
  - Fire alarms
  - Elevators
- Report to your supervisor any faults, failures and corrective actions taken in any of the systems described above.
- Check roofs for problems such as leaks, debris, and construction faults.
- Paint all necessary areas, interior and exterior, as directed by your supervisor.
- Assist the supervisor in maintaining an inventory of all necessary supplies, such as: light bulbs, paper products, paints, tools, caulks, etc.
- Responsible to see that company vehicles and company equipment are properly maintained and cared for.
- Responsible to see that signs – “No Parking,” “Loading Zone,” etc. - are properly located and installed.
- Maintain and repair all minor plumbing problems, including plugged sinks and toilets, replacement of broken toilets, sinks and replacement or repair of electric hand dryers.
- Help supplement the outside cleaning service as needed for common hallways, restrooms and parking lots as assigned by supervisor.
- Assist in the supervision of snow plowing contractors. Remove snow as assigned from sidewalks and other areas where shoveling is necessary. Provide salting treatment in areas where it is required.
- Write a weekly maintenance worksheet and turn in with payroll time sheets.
- Maintain up-to-date work ticket service records in BEI’s online ticketing system.
- Other activities as directed by the CEO, President, Operations Director or Maintenance Coordinator.

### **Other Functions:**

Special projects or other duties as may be assigned.

### **Certificates, Licenses, Registrations:**

Maintain a valid Driver’s License.



140 First Street  
Batavia, IL 60510

---

Office - 630-879-3680  
Fax – 630-879-3684  
[www.beiproperties.net](http://www.beiproperties.net)

### **Education, Experience, and Skill Required:**

- High School diploma.
- Mechanical expertise – full building knowledge
- Well-developed interpersonal skills. Ability to get along well with diverse personalities, tactful, mature and flexible.
- Ability to operate independently and “self manage” projects.
- Results and profit-oriented with the ability to balance other business considerations.
- Strong analytical and reasoning abilities.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, and talk and hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and an ability to adjust focus.

### **Working Conditions:**

- Travel to various properties using company vehicle.
- Some lifting of materials and equipment.
- Responsible for cleanliness and safety.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There is no exposure or very limited exposure to physical risk.

### **Hours:**

- Monday through Friday, 7:00 a.m. to 3:30 p.m.

### **Safety Hazards of the Job:**

- Minimal hazards. General office working conditions.



140 First Street  
Batavia, IL 60510

---

Office - 630-879-3680  
Fax – 630-879-3684  
[www.beiproperties.net](http://www.beiproperties.net)

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

BEI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Type: Full-time

Experience:

- relevant: 1 year (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off