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# Example of Building Maintenance Engineer Job Description

Our innovative and growing company is looking for a building maintenance engineer. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for building maintenance engineer

* Maintains accurate electronic documentation for maintenance and repairs as required via the use of Tablet/Technology/ Corrigo Work Order System
* Maintains and inputs time and receipts into Corrigo as required
* Respect environmental guidelines
* Inspects and diagnoses machine malfunctions
* Repairs and replaces defective machines or equipment
* Uses a wide variety of tools and equipment to ensure proper maintenance of machines
* Record and document type and cost of repair work needed
* Starting, operating, repairing and maintaining various types of heating and air conditioning plants and associated equipment
* Provide daily support for phones, POS, computers , lighting
* Order necessary supplies and equipment such as lamps, ballasts, filters, belts, pos parts, phones

## Qualifications for building maintenance engineer

* Must have the ability to lift up to 50lbs or greater to complete work assignment
* Must be able to work with hands and arms overhead, and to work on, in and under equipment with approved PPE equipment when necessary
* Requires manual dexterity, overall coordination and good balance to work at both ground level and in high places to perform job tasks and duties
* Must have the ability to operate work related equipment and tools (hand and power) to include powered equipment, forklifts, man-lifts, pallet jacks and all types of diagnostic equipment
* Must have the ability to learn and follow Company and Distribution Center policies and procedures encompassing work orders, purchase requisitions/orders, spare parts and supplies inventories
* Must have the ability to read and comprehend all labeling on hazardous materials and equipment in the facility(s)