

## Kraus-Anderson Realty Company

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| <b>Job Title:</b> Maintenance Mechanic/Roving II - Boiler | <b>Job Code:</b>   | <b>Pay Band:</b>  |
| <b>Reports To:</b> Maintenance Operations Manager         | <b>Division/Department:</b> Property Management                                  |   |
| <b>Effective Date:</b> 10/1/2021                          | <input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Nonexempt | <input checked="" type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time |

**Position Summary:**

This position will be responsible for maintaining and repairing all maintenance equipment as well as building, grounds, and equipment operations to ensure good property appearance, safety, tenant satisfaction and efficient building operations and cost control. The Maintenance Mechanic/Roving II will be responsible for a pre-assigned portfolio of properties.

**Essential Duties and Responsibilities:**

- Install and/or assemble and test new machines and equipment; understand and comply with workplace safety regulations.
- Inspect machines regularly for signs of malfunction; including visual inspections, listening for irregular noises, and conducting scheduled testing as appropriate.
- Schedule and perform routine preventive maintenance and service for each piece of equipment.
- Perform emergency repairs on various types of machinery; including electrical and hydraulic.
- Use a variety of power and hand tools to perform job functions.
- Inventory and tracking of all company equipment, including company vehicles.
- Report and document any deficiencies that are found on equipment.
- Assign equipment needed to personnel in field while checking in and out condition.
- Keep shop in an organized manner.
- Help field personnel with any issues that may arise with equipment.
- Perform welding in shop or mobile as needed.
- Performs repair and maintenance of buildings plumbing, electrical, windows, doors, and mechanical systems as directed.
- Notify the Property Manager, Director of Properties or Vice President of Properties when emergency situations, hazardous conditions or problems arise.
- Conduct required periodic inspection of buildings equipment, mechanical systems and overall property, submitting appropriate reports as specified and in a timely manner.
- Ensure a clean and safe work environment and operate all equipment following safe and proper procedures and safety policies.
- During colder/winter weather, remove, as directed, any snow or ice including salting and sanding as necessary to maintain safe sidewalks and drive paths.
- Daily unlock any common area doors, check condition of all door closers, locks, hinges, thresholds and glass.
- Ensure all vacancies and associated restrooms are consistently broom clean, dry, contain no stained ceiling tile and are in presentable/showable condition.
- Clean, trim, mow and maintain as required, all lawns, shrubs, planting beds, planters, hedges, trees, and flowers.
- Check all property signs (traffic control, For Lease, parking, handicap, monument, sign bands, pylon) for function and appearance. Report any problems to Property Manager.
- Inspect roof areas, drains, and sewer systems for debris and deterioration.
- Check all common area lighting and time clocks to ensure proper operation.
- For properties within assigned portfolio with rooftop heating, ventilation, and air conditioning (HVAC) units, maintain as necessary by checking belts, changing filters, lubricating and cleaning condensing coils.
- For those properties within assigned portfolio containing heating/cooling systems comprised of boilers, cooling towers, chillers, heat pumps, etc. components, some or all of the following duties and responsibilities will apply:
  - Chiller operation and adjustments to include: problem diagnosis; spring start-up/fall shut-down; tube punching; cooling tower cleaning/maintenance, coil winterization/flushing/bleeding; pump strainer cleaning, controls adjustment/repair to include flow switch replacement, thermometer, gage ball valve replacement, pressure controller adjustment.
  - Heat pump/high pressure refrigeration service to include filter changes; coil cleaning, condensate drain service, problem diagnosis, contractor coordination.

- Closed loop glycol system to include dry cooler coil cleaning, system pressure controller adjustment, pump/coupling repair, glycol concentration/dilution testing and monitoring, leak detection/repair and contractor supervision.
- Tenant comfort assurance to include thermostat calibration, air balancing, Variable Air Volume (VAV) box servicing to include monitor/squirrel cage replacement, air velocity control adjustment, control component replacement, electrical heat coil repair/replacement, pneumatic control repair, building automation system to include emergency medical system (E.M.S.) systems program operation.
- Water treatment chemical testing to include corrosion inhibitor, biocide level monitoring, injection pump/pump controller repair, conductivity sensor cleaning, closed loop chemical application.
- Exhaust systems to include toilet, electrical, garage, elevator machine room.
- Maintain and operate heating boiler system, maintaining circulating pumps and core loop.
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Seven to ten years' experience preferred operating and maintaining rooftop units, exhaust systems, make-up air systems and other HVAC-related equipment.
- Working knowledge of mechanical, electrical, plumbing, fire life safety and security equipment systems.
- Welding experience.
- Demonstrated knowledge of fixing equipment such as lawn mowers, snow blowers, and other power tools.
- Completes all work/maintenance needs on a timely basis and has ability to prioritize needs.
- Provide quick response to emergency after-hours calls as necessary.
- Maintains effective working relationship and communication with Property Managers, tenants
- Attention to detail.
- Satisfactory verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to maintain compliance with all company policies and procedures
- Ability to possess and maintain exceptional work ethic as well as uphold company values and demand the highest standard of conduct from self and others

**Preferred Knowledge, Skills and Abilities:**

- Vo-Tech or special education courses in maintenance of heating and cooling equipment, electrical systems, and plumbing, troubleshooting, and general property/building maintenance preferred.
- Boilers license and refrigeration certificate.

**Other:**

- Valid Driver's License, ability to maintain a satisfactory Motor Vehicle Record, and ability to comply with Kraus-Anderson's Motor Vehicle Policy.
- Must have vehicle to commute and occasionally transport equipment/supplies to each property.
- Able to work evenings and weekends and to respond to emergencies when required.
- Travel will be dependent on the portfolio assigned. No overnight travel will be required.

**Physical Demands:**

The physical demands described are representative of those that must be met by any 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.

**Physical Requirements:**

- Work is performed in a variety of outdoor and indoor environments including tenant spaces.
- May be exposed to cold, wet, hot or humid conditions.
- While performing job duties, may be frequently required to stand, walk, use hands/fingers, handle or feel objects, use tools and controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear/listen.
- Able to frequently lift 25 pounds and occasionally lift up to 75 pounds.

Complete application at 501 South 8<sup>th</sup> Street, Minneapolis, MN 55404, or e-mail resume to [tim.mayer@krausanderson.com](mailto:tim.mayer@krausanderson.com).



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