

**Position: Maintenance Technician**

**Reports: Chief Engineer**

**Office Location: Rockville, MD**

**Objective:**

The Commercial Maintenance Technician is responsible for working directly with the property and engineering management leadership and teams in implementing and maintaining the building management systems, preventative maintenance, operating objectives and quality standards. All staff will work in a manner to protect the building asset and the value of the property. This position has a high level of customer interaction and customer service requirements.

**Duties include, but are not limited to:**

- Perform morning and/or afternoon vital building equipment checks
- Respond to maintenance requests/service tickets in a timely manner. Documenting what service was performed.
- Communicate escalated concerns to Chief Engineer, using best judgement in asking for assistance or additional help to resolve an issue.
- Participate in proactive and preventative maintenance programs on an on-going basis, when basic knowledge is learned
- Troubleshoot and Perform basic repairs not limited to plumbing, HVAC and Electrical under minimal supervision
- Inspections for mechanical rooms, generator room, fire pump room, cooling tower, all motors, house pumps and sump pumps, parking garages and vacant space. Making sure to report deficiencies as needed
- Document and report activities within the building using timely communication with the property management and engineering teams for efficient and effective building operations.
- Receive work assignments, plan work to be performed, and obtain necessary tools, equipment and materials; Complete assignments and paperwork in a timely manner
- Ensure the building is safe for pedestrian traffic always. Remove and/or treat surfaces for snow, ice or debris, which may affect walkways, ramps, or entrances/exits.
- Supervision of onsite vendors and contractors when needed.
- Practice safe work habits; comply with Maryland regulations, applicable codes, and Company directives as related to building operations.
- Act as full member of the Building Team, fostering relationships with vendors and housekeeping staff and property managers.

**Position Requirements:**

- High school diploma or equivalent is required.
- Strong mechanical aptitude
- Ability to use basic skills on a computer
- Very high level of customer service required.
- Ability to manage multiple priorities, able to determine escalated concerns and adjust accordingly
- Utilize computer/phone apps for service tickets, emails & energy management
- Must be available after hours for emergency calls and arrive early for inclement weather events to secure the building, walkways, and entrances/exits, when basic knowledge of the building is learned.
- Strong verbal and written English communication skills.

**This position has the following physical requirements:**

- Must be able to lift up to 50 lbs. as needed
- This position does require exposure to the elements and possible inclement weather.
- Must be able to regularly walk, stand, sit, crouch, reach, kneel, crawl, climb (ladder included), push/pull, move and carry materials on a daily basis.
- Involves movement between floors and departments to facilitate work.
- Requires frequent operations of maintenance equipment and tools.

**Candidate must be fully vaccinated against COVID-19 (including Booster vaccine). Candidate must submit to pre-employment screening including background check, credit check and drug test.**

**The Tower Companies and its affiliates are equal opportunity employers and offer a collaborative and exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan.**

**No phone calls, please.**

**About The Tower Companies**

For three generations, the family-owned Tower Companies has maintained a commitment to responsible development and envisions a world where buildings inspire and enrich the lives of their occupants, and create positive social change. The green building leader owns, develops, and manages over 5 million square feet in the Washington, D.C. metropolitan area consisting of office buildings, office parks, lifestyle centers, regional malls, eco-progressive live-work-play communities and hotels with over 8,000,000 SF in the development pipeline. The Tower Companies built Blair Towns, the first LEED certified residential community in country. The Tower Companies is recognized as an international authority in the industry, and has been recognized for its commitment to sustainability and energy independence by numerous national organizations and federal agencies, including US Green Building Council, US Department of Energy and the US Environmental Protection Agency.