

HVAC Service Technician

Oversee and manage repair and maintenance of HVAC roof top units for Billingsley's Office Portfolio, as well as documenting policies, procedures, and standards and providing training programs for the property HVAC building systems.

Major Accountabilities:

- Troubleshoot all HVAC equipment
- Performs HVAC specific training for engineering team
- Respond to normal and after hour emergency calls
- Oversee and manage third party HVAC system repairs
- Complete major/minor equipment repairs or replacement under the direction from the Chief Operating or Assistant Chief Operating Engineer

Desired Prerequisites:

- 7+ years property management experience, mixed use experience a plus
- Minimum of 5 years of commercial management experience
- Bachelor's degree highly preferred
- Superb written and verbal communication skills
- Experience with budgeting, operating expense reconciliation, AR and AP process
- Familiarity with Home Owner's Associations and managing HOA/Building Management relationships

Preferred Attributes:

- Self-Motivated, punctual, strong sense of urgency and highly organized
- High Attention to Detail partnered with robust problem solving and analytical skills
- Team player with a focus on customer service, excellent follow-up skills required

Benefits:

- Competitive Salary
- Medical, dental and vision insurance available
- 401(k) with generous company match
- Company paid parking