

Maintenance Engineer

Company Description

Multi-faceted, Black-owned and woman-owned fast-growing small business enterprise, consisting of several subsidiaries that operate from its Oakland City/Atlanta headquarters. The company is involved in (but is not limited to) acquiring, renovating, and managing various types of real estate properties; renting both indoor and outdoor residential and commercial event spaces; the operation of an on-site retail space; running a Bed and Breakfast; and showcasing various community and social events, including those designed for charitable donation and the distribution of goods and services to the needy.

Job Overview

The Maintenance Engineer will be responsible for managing the facilities at each of the assigned properties that are owned and operated by the enterprise: their grounds, systems, equipment, and preventative and ongoing maintenance and security. The engineer will be highly skilled at various odd jobs and other small tasks related to building and grounds maintenance; good at and comfortable with handling tools and equipment, and performing tasks that require handcrafting, building, assembly, construction, etc. Duties include incorporating and managing safety protocols and developing and implementing processes that will minimize incidents that could result in costly breakdowns. The Maintenance Engineer reports to the Operations Manager.

Responsibilities

- Manage and maintain properties and secure the safety of their buildings, fences/gates, parking lots, landscaped areas, and surrounding perimeters
- Perform minor repairs and fixes throughout properties
- Oversee hired professionals as needed (electrical, plumbing, and other repairs, etc.)
- Schedule and/or perform preventative maintenance and the ongoing management of the facilities':
 - electrical, exhaust, HVAC, and irrigation systems
 - power generator equipment
 - structures (including roofs, gutters, doors, drywall, flooring, and paint)
- Conduct daily inspections of and maintain: control panels, electrical, plumbing, lighting, etc.
- Inspect, maintain, and troubleshoot equipment and systems (e.g. fire safety and ventilation)
- Oversee upkeep of garden/yard/trash pick up etc.
- Develop and maintain a digital master calendar for scheduled/routine maintenance policies and procedures, to ensure compliance, safety, and premises' maintenance
- Other maintenance/engineering duties, as assigned

Qualifications

- High school diploma or equivalent
- 5+ years of Building/Plant Maintenance/Engineer experience, or similar role
- Hands on experience performing "handyman" types of repairs/maintenance/upkeep
- Possess strong time management, problem-solving, and organizational skills
- Self-motivated, forward-thinking
- Physically fit, possesses manual dexterity, and has the ability to lift heavy objects

Qualified applicants: Kindly email resumes to HR@theingramkollektive.com

- Advanced knowledge of general maintenance processes and methods, engineering, and mechanical concepts
- Basic understanding of electrical, hydraulic and other systems
- Ability to read engineering drawings and service manuals
- A plus if certified in:
 - Maintenance and Reliability Professional (CMRP)
 - HVAC field
 - Commercial and residential building maintenance technology or relevant field

Compensation and Benefits

- Salary: \$32K (plus bonus potential and special perks from the CEO)
- Start Date: January, 2024
- Travel within Metro Atlanta area required
- Some weekend, night hours required
- In-office work schedule