

## Building Engineer

Los Angeles, CA

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Building Engineer** to oversee the operations and maintenance for the Banks Huntley Building, a 14-story historical landmark high-rise building built in 1930.

**Job Responsibilities:** The Building Engineer responds to requests for service from staff and building tenants; performs basic repairs (electrical, carpentry, plumbing, painting, masonry); and occasional cleaning/housekeeping services; makes regular inspections of lighting, mechanical and electrical equipment, plumbing, and the interior and exterior condition of the building; provides and maintains a preventive maintenance program schedule of all electrical, plumbing, and HVAC mechanical equipment, making sure maintenance is performed per manufacturer's recommendations and that complete, accurate records of service are kept; supervises and coordinates with vendors any alteration, modification, expansion, new construction and other special services that may be deemed necessary to keep the building in shape and equipment in proper operational condition; oversees the upgrade of the HVAC system; maintains and updates records of permits necessary to operate the building and equipment; performs housekeeping/cleaning tasks as necessary; responds to building emergencies after hours and on weekends; provides back-up support for Property Manager and Security Guards, and acts as Fire Safety Director.

**Qualifications and Experience:** Bachelor's degree in Mechanical Engineering preferred. Equivalent experience may be substituted for educational requirement. Minimum three (3) years experience in building maintenance and the ability to operate and maintain HVAC mechanical equipment (low pressure boilers, chillers, cooling tower, pumps and air handlers, radiator units, heat exchanger, exhaust system and a standby emergency diesel generator) within safety limits. Experience with small high-rise buildings preferred.

**Knowledge, Skills and Abilities:** Ability to maintain and update records of permits necessary to operate the building and equipment; understanding of emergency systems, shut-off locations, and sequence of operations; knowledge of standby generator operations; ability to interpret wiring diagrams and equipment specifications; knowledge of simple wiring, sufficient to wire service outlets and light switches from breaker controls; ability to read all aspects of blueprints in order to locate building structural members, and for mechanical, plumbing, electrical, alarm systems, etc.; ability to diagnose equipment behavior and be able to determine when it should be serviced; ability to use a variety of hand tools as well as power tools including electrical testers; knowledge of simple repair on plastered surfaces including preparation and painting; ability to carry boxes up to 60 pounds and move furniture, work in dusty cramped spaces, and climb 6 to 12 foot high ladders; ability to repair old building hardware such as door locks, closers and stoppers; ability to maintain an inventory of spare parts, keys, and janitorial supplies sufficient to ensure smooth operations; ability to obtain a current driver's license if driving a passenger vehicle is required; ability to effectively communicate with inspectors, vendors, staff, building tenants and community members; must be able to read, write, and communicate effectively in English; ability to speak and understand Spanish is desirable.

**Compensation:** \$65,000 – \$105,000/year DOE. MALDEF offers a generous benefits package including 100% employer paid medical, dental, vision for the employee and qualified dependent family members, as short- and long-term disability insurance, term life insurance, 403(b) retirement plan with employer contribution and match, employee assistance plan, 11 paid holidays, and 20 days of personal time off (PTO) per year.

**How to Apply:** Send cover letter and résumé by email to: [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: **Your Name – LA Building Engineer**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

**Position Open Until Filled. ■ Equal Opportunity Employer**

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