



Building Technician

New Jersey Region – Bergen County

Advance is working in conjunction with their HVAC/Engineering firm to hire a Building Technician. This position will be hired directly by the HVAC/Engineering firm.

- Function:** Provides technical service to client as directed by his/her supervisor
- Direct Reports:** Cleaning Staff and Contractors providing service to the building
- Reports To:** Building Manager and Site Services Manager
- Responsibilities:**
- Carry out planned maintenance and repairs.
 - Carry out specific tasks.
 - Monitor and adjust BMS System.
 - Undertake the Client's request and instruction.
 - Make general building repairs to include :
 - HVAC – Change filters, belts, adjust space temperatures, diagnose and repair VAV boxes.
 - Electrical – Change lights, ballasts, wire switches and outlets
 - Plumbing – Repair faucets, drain traps and flushometers
 - Carpentry – Small patching and painting, repair/replace doors and door checks.
 - Complete paperwork system correctly and keep up-to-date.
 - Process work orders.
 - Schedule contractors to perform maintenance tasks.
 - Effectively communicate to manager and client any problems.
 - Provide weekly building assessments.
 - Participate in on-call roster.
 - To comply and observe all good working practices and to comply with the appropriate Health and Safety and Statutory restrictions at all times.
- Qualifications:**
- 3 years experience as Building Technician.
 - Extensive HVAC and BMS experience.
 - Electrical experience.
 - Current Drivers License.
 - Must be able to lift 40 pounds.
 - Proficient in Microsoft Office.

**Please email your resume and cover letter to
hra@advancerealtygroup.com, or mail to:**

**Human Resources Department Advance Realty
1430 U.S. Highway 206, Suite 100
Bedminster, New Jersey 07921
Fax: 908.532.0305**

**** Be sure to include your cover letter and resume ****