

Full-time On-site Building Manager Position

The location of this position is in Madison, NJ, (Morris County) and the Candidate would be managing a 3 story office building. Start date is mid/late summer.

JOB DESCRIPTION:

- The Building Manager is responsible for the day-to-day operations and maintenance of any mechanical equipment. This position requires a Blue Seal License or ability to pursue immediately; the knowledge of building mechanical equipment, controls systems operations, cleaning procedures and all regular maintenance and preventative maintenance schedules required for quality building operations.
- Requires the ability to read blue-prints, obtain all permits or licenses required by laws or codes, secures and reviews cost estimates for building repairs. Maintains open communication between tenants and management. Supervises all construction work insuring that all alterations are performed according to plans, building standards and local code regulations
- Supervises work performed by maintenance contractors, including janitorial, establishes and maintains current inventory of tools and supplies, performs general maintenance functions as required, including plumbing and minor electric.
- Participates in regular meeting with Management to discuss operations status and with service providers to review performance. Implements and oversees proper utilization of a preventative maintenance program.
- The Building Manager will learn General Building Knowledge, be the first responder in the event of a fire alarm. Coordinates overall fire safety procedures and their applications to local fire safety codes and regulations. This position must be aware of any unusual activity in the buildings, ie tenant movement, deliveries, unauthorized renovations and notify the Property Manager immediately

Responsibilities include: Check perimeter of the buildings to ensure cleanliness, landscaping or irrigation issues; police entrances, parking areas and lawn areas as necessary. Check vacancies for any leaks/ break-ins. Check fire alarm panels for trouble. Check electrical/riser /roof access rooms. Monitor parking and deliveries. Check any time clocks and temperatures settings. Walk the roofs and check all roof drains for debris and drainage. Be pro-active with property maintenance.

As the Building Manager it is your job to manage the everyday delivery of services that provide the tenants with a quiet and comfortable work environment with the least amount of interruption. You are the on-site Management Company representative.

Please direct all inquiries to: Steven Bergman steven@bergmanrealty.com