

## Building Systems Engineer

### Summary

The Building Systems Engineer serves as the key contact for day-to-day operations of our various building systems at our residential and commercial properties. These systems include Access Control, Security Camera, Fire Panel, Area of Rescue Communications, Building Automation Systems (BAS), Parking / Traffic Control Devices, HVAC, and various other WiFi or Network Connected Systems. A highly professional tone, appearance, and manner is both expected and required, including appropriate communication in person and while on the phone. Duties vary in scope, requiring significant judgment and experience to successfully accomplish tasks with limited direct supervision.

### Job Responsibilities (responsibilities may include but are not limited to the following)

- Program, install, repair, and maintain security and access control systems. Experience with S2 and Keri Systems preferred.
- Program, install, repair, and maintain fire panels and area of rescue communications systems. Experience with Honeywell Notifier preferred.
- Program, repair, and maintain BAS.
- Program, repair, and maintain video surveillance systems.
- Perform basic wired and wireless network maintenance and troubleshooting. Must have functional knowledge of various communication cabling types and maintenance, including ethernet, fiber optics, and coax. Ability to terminate and validate cables is a plus.
- Be front line to troubleshoot and problem-solve for system outages, and return systems to operation as quickly as possible.
- Triage problems and manage various external vendors, as needed, to install and maintain systems throughout our portfolio.
- Train property management employees on proper day-to-day operation of systems under your control.
- Maintain inventory and maintenance schedules for systems under your control.
- Maintain cleanliness, quality, and organization of existing systems, facility infrastructure, and low voltage / IT rooms.
- Perform ongoing and scheduled maintenance, as well as updates to systems on a regular basis.
- Be the onsite representative for installation and maintenance by external vendors, such as those providing Telephone, Internet, HVAC, Access Control, Parking, or other systems.
- Oversee related projects, system upgrades, and new construction, as needed.
- Perform other duties as assigned.

### Performance Objectives (objectives include but are not limited to the following)

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Customer service and personal interactions
- Patience in interacting with customers who are not technically savvy
- Communication response time and professionalism
- Willingness to take on projects and learn a variety of concepts, practices, and procedures

### Preferred Knowledge, Skills, Education, and Experience

- At least 3 years of experience in a related field or expertise
- Exceptional customer service skills and an ability to develop a rapport with people
- Project management skills, including planning, organizing, and coordinating tasks
- Ability to respond to inquiries quickly and professionally
- Excellent written and verbal communication skills
- Strong analytical, organizational, problem-solving, and multitasking skills
- Expertise with the Crawford Hoying's suite of software and network products
- Associate's or bachelor's degree in computer science or equivalent experience
- Valid driver's license

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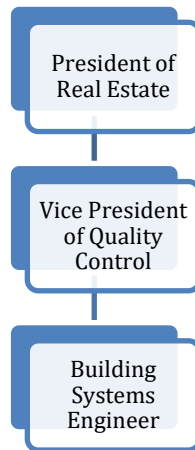
[www.crawfordhoying.com](http://www.crawfordhoying.com)

**Work Environment**

The Building Systems Engineer interfaces with external and internal customers, tenants, and vendors throughout the day. The hours for this position are 8:00 am to 5:00 pm, Monday through Friday. This individual must be available to work extra hours when important projects, emergencies, or outages present themselves and must be available to work an extended schedule as needed. The Building Systems Engineer should be flexible and readily available depending on the needs of the company.

**Reporting Structure**

The Building Systems Engineer reports to the Vice President of Quality Control.

**Physical Requirements**

The Building Systems Engineer's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds. The Building Systems Engineer must be able to drive during the course of work.

**If you are interested in applying for this position, please email your resume to [hr@crawfordhoying.com](mailto:hr@crawfordhoying.com).**