



Company Vision

RISE Association Management Group is the best-in-class provider of property services for Texas homeowners' associations. **Our core purpose is to be of service to great communities and the people who lead them.** We accomplish this through our passionate, kind, and solution-oriented team members who partner with our community leaders to build their vision, together. We specialize in working with communities with unique lifestyle offerings, facility and infrastructure needs (to include a wide variety of amenities), and service offerings. We're an EOS™ (Entrepreneurial Operating System) company and our organization is structured to support exceptional outcomes for our community association clients. We're thought leaders, innovators, and problem solvers. Whatever the issue: we have an expert under this roof who can solve it. We're a team of financial services professionals, facilities maintenance experts, risk managers, and business managers and we're looking for the next generation of problem solvers to join us and be a part of our rapid growth. We implement intelligent solutions, exceptional service, and the RISE way so that we can create a vibrant future and quality of life today. We connect community association, financial, and facility expertise with communities who need it.

We are problem solvers and business managers who just happen to be in the business of community association management. Together, we're capable of so much more. Together, we RISE.

Our Core Values:

- Precision, Preparation, and Organization (PPO)
- Honor Commitments
- Ownership
- Curiosity
- Partnership
- Find a Way (or make one)
- Inspiring Attitude
- Stewardship

Job Description:

We're looking to hire an eager, curious, precise, and effective **Chief Building Engineer** to join our growing team.

As the Chief Building Engineer, you assume total responsibility for oversight and planning of maintenance projects and compliance for the high-rise portfolio. This role closely monitors, identifies, and communicates problems in every phase of general maintenance of the building(s), including areas of carpentry, electrical work, HVAC, plumbing, mechanic, painting, flooring, patching, general hardware, fire and life safety as well as other minor building repairs and cleanliness. The Chief Engineer is confident in making recommendations, requesting repairs, overseeing replacement projects, and implementing preventive maintenance programs as established by Company procedures and guidelines.



Core Responsibilities include but are not limited to:

- Maintains a safe and secure environment throughout the building(s).
- Supervises, trains and directs maintenance staff through work orders.
- Plans, monitors, and appraises job results; coaches, counsels and disciplines employees.
- Assesses repair needs and estimated time needed for repair (including evaluating problems to determine whether or not professional assistance or further instruction is needed in order to complete task/repair).
- Monitors the functions of service contractors and building repair and maintenance contractors.
- Inventories and acquisitions maintenance supplies.
- Maintains disaster preparedness by identifying potential problems, developing response plans, managing crises.
- Completes reports/work orders of repairs (work needed).
- On call availability for emergencies and projects as assigned by property manager.
- Schedules and assigns work responsibilities to employees to meet shift requirements.
- Requests materials, tools, and supplies needed for a job.
- Administrates preventive/reactive maintenance schedule.
- Records and evaluates preventive maintenance activities and programs.
- Oversees or participates in construction, installation, and preventative maintenance of equipment.
- Observes/evaluates corrective maintenance or repair on equipment.
- Orients and trains employees to perform maintenance activities and tasks.
- Follows safety procedures and maintains a safe work environment.
- Performs maintenance replacement and repair in areas of carpentry, electrical work, plumbing, mechanical, painting, flooring, and other minor building repairs as long as a permit is not required to conduct the job.
- Ability to properly utilize new equipment and follow safety procedures prior to using this equipment.

Required Characteristics:

- Must share our core values.
- Must be willing and able to attend evening meetings with clients as necessary.
- Must be reliable and dependable.
- Must enjoy finding and proposing solutions to problems.
- Must thrive in a fast pace, deadline driven environment.
- Must be comfortable with ambiguity.
- Embraces a culture of discipline and excellence.
- Resilience, persistence, and enthusiasm.
- Must present a professional appearance
- Must be self-motivated, proactive, detail oriented and a team player.
- Must possess strong analytical skills.
- Ability to perform with minimum supervision and make decisions independently.
- Ability to effectively prioritize workload.



Required Skills, Knowledge, and Experience:

- Strong customer service skills internal and external.
- Strong Excel knowledge; Knowledge of other Microsoft Office products (Word, Excel, Outlook, etc.) at a proficient level; Strong computer skills with a proficiency in data entry, including 10-key.
- Must possess strong maintenance and repair skills in HVAC, cooling towers, chillers, painting, carpentry, plumbing and electrical.
- HVAC, Boiler, fire and life safety and or other related traded licenses or certifications may be useful.
- Strong maintenance and facility maintenance operations in a wide array of areas to include HVAC, cooling towers, chillers, plumbing, electrical, general maintenance, capital projects, and housekeeping processes
- Requires a minimum of three (3) to five (5) years general experience in building trades, repair and replacement maintenance or handy work.
- Supervisory experience preferred.
- Professional communication skills (phone, interpersonal, written, verbal, etc.).

Education/Certification Requirements:

- High school diploma or equivalency preferred. Maintains current knowledge in the field of maintenance repairs and replacements through industry sponsored educational seminars.
- Must have own transportation and ability to travel to and from client sites.

Additional Information:

- All your information will be kept confidential according to EEO guidelines.
- **FLSA Status:** Exempt
- **Status:** Full-Time
- **Hours:** Monday through Friday 8am to 5pm. Evenings and Weekends as required by demand.

Work Location:

- 3131 Eastside Street, Suite 130, Houston, TX 77098



Physical Requirements:

- Ability to lift 50–100 lbs following appropriate safety procedures;
- Work in an upright standing position for long periods of time;
- Crawl in small and tight spaces;
- Ability to work in different environmental working conditions (e.g. heat, cold, wind, rain);
- Walk and climb stairs;
- Handle, grasp and feel objects and equipment; Reach with hands and arms;
- Communicate, receive and exchange ideas and information by means of the spoken and written word;
- Ability to quickly and easily navigate the property/building as required to meet the job functions;
- Repeat various motions with the wrists, hands and fingers;
- Complete all required forms and work orders.
- On-call 24/7.
- Ability to work extended/flexible hours and weekends based on project requirement.
- Driving when necessary.
- Ability to respond to emergencies on a timely manner.
- The use of mechanical equipment is not permitted, only hand tools with previous training.
- Climb ladders and work at heights above ground level (maximum 8 ft).
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Benefits:

- 20 Days of PTO per Year + 9 Paid Holidays
- Group Health (75% ER Paid), Life & AD&D, Dental, Vision, Short Term Disability, etc.
- 401K

Compensation: \$80,000-\$90,000 subject to experience