



POSITION DESCRIPTION

Company Summary: Boji Group is a well-established real estate development, property management and construction management firm with an extensive portfolio of commercial real estate and a commitment to excellence in customer service. Boji Group is a Michigan owned and based company, with offices in Lansing and Birmingham, Michigan.

Position Title: Maintenance Technician

Reports To: Director of Facilities

Position Summary: In collaboration with Henry Ford Health System Facilities Team, maintains operations of facilities and facility equipment by completing daily functions; work order requests and repairs

Responsibilities:

- Unlock buildings and turn lights on, **if required**
- Check temperatures and reset heat or A/C pumps as needed
- Respond to and close out daily work orders and verbal requests from both Management and Tenants
- Keep buildings as safe as possible at all times
- Call and set up work to be completed by vendors
- Data entry and updates in Yardi Property Management software
- Make keys, repair locks, fix doors and closers
- Make fobs using key programs, if applicable
- Work with building control programs
- Order supplies from vendors and pick them up when needed and specified
- Respond to emergency situations that may arise – On call after hours, weekly rotating schedule
- Responsible of carrying a communication device for rotating on call responsibility
- Replace bulbs and ballasts as required
- Remove trash debris from parking lots, sidewalks, and lawns
- Perform preventative maintenance on building equipment including grease, oil, belts, filters, roof top units, VAV boxes, pumps, water heaters, sprinkler systems, etc.
- Coordinate or perform all necessary safety tests (fire pumps, emergency lights, back flow testing)
- Perform record keeping
- Prepare and distribute receipts to accounting



Recommended Qualifications:

- Minimum of 5 years experience in building maintenance
- HVAC Certification (EPA 609 Auto Air, TracPipe Certification, EPA 608 Universal, R-410a Certification) preferred
- Have ability to diagnose issues and conduct repairs on HVAC, plumbing and electrical areas
- Have ingenuity and imagination needed to problem solve with building equipment
- Professional and courteous demeanor with commitment to excellence in customer service
- Experience in teamwork and team building
- Ability to multi-task; maintain flexibility and to work under time constraints and other stresses
- Must have Valid Driver's License

Work Environment:

- Ambulatory health care center in downtown Royal Oak, Michigan