



# JOB POSTING

**JOB TITLE: Building Systems Coordinator**

☐ EXEMPT

☒ NON-EXEMPT

**DEPARTMENT: Operations**

**SALARY: DOE**

**REPORTS TO: Building Operations Mgr.**

**POSTED: August 2025**

## ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of more than 3.8 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Investors, and Melvin Mark Brokerage Company.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental/vision, professional development, parking, an annual TriMet pass and much, much more! Our employees seem to enjoy being part of the Melvin Mark team. Are you interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at [www.melvinmarkcompanies.com](http://www.melvinmarkcompanies.com).

## JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job or job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

Responsible for keeping building system technologies operational and integrated across a portfolio of 30 properties, ensuring uninterrupted connectivity, overall functionality and system development.

This position works cross-functionally with internal stakeholders; including Building Engineers (Outside Operations), Property Managers (Inside Operations), and Accounting/IT departments—to understand and coordinate their technical and operational needs. It also manages relationships with key external vendors such as Internet Service Providers (ISPs), security system vendors (with an emphasis on cameras and access control), and elevator service providers.

## ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable and denote with an asterisk. Essential functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

- Acts as liaison among the internal IT team, engineering team, property management, and accounting/IT departments to ensure coordination and support
- Collaborates with external vendors including ISPs, security contractors, and elevator service providers to coordinate installations, troubleshooting, and ongoing service
- Supports and/or directs various IT and building technology projects across the portfolio, ensuring budget, scope and schedule align with expectations.

- Provides regular status updates to project stakeholders and assists in defining project objectives and deliverables
- Provides technical expertise to evaluate and implement cost-effective systems and procedures aligned with user needs
- Assists with technical planning and design during pre-installation phases of new systems
- Supports budgeting process by recommending upgrades and improvements to building technology infrastructure
- Conducts training and provides support to building staff on use of new and existing building technologies
- Maintains system documentation, network diagrams, vendor contact records, and service logs
- Uses a computerized maintenance management system (CMMS) to track work orders and system maintenance
- Ensures compliance with contract obligations and service levels for telecommunications and system vendors

## CORE COMPETENCIES

Describe the core competencies of this job. Include the *key characteristics or competencies* which are required to achieve success in this job.

- Strong project management skills: certification preferred (e.g., PMP, CAPM, etc.)
- Excellent verbal and written communication skills; able to translate technical concepts to non-technical stakeholders
- Complex problem-solving and analytical abilities
- Strong organizational skills and ability to manage multiple priorities
- Experience reviewing and comparing vendor proposals with recommendations
- Ability to work independently while proactively coordinating with internal and external stakeholders
- Proficient in Microsoft Office Suite (Outlook, Word, Excel) and able to learn internal systems quickly
- Comfort with field-based work and physical site visits when needed

## KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Technology knowledge with good understanding of IOT, networks, IT systems and software and HVAC technology systems and/or ability to expand knowledge in these areas
- Knowledge of cabling infrastructure
- Experience working with various technologies including:
  - BACnet network communication protocols
  - Direct Digital HVAC controls
  - Understanding of remote access for BMS or access control systems
  - Microsoft Outlook, Excel, Word, or similar applications
- CPR certified, required (we provide training)
- BA. or B.S. preferred

## JOB CONDITIONS

- The individual in this position needs to move around a large office building, occasionally ascending/descending ladders, and moving a variety of items up to 75 pounds. This person must also be adept at communicating and exchanging information with tenants, co-workers, and vendors. Position will require frequent exposure to outdoor weather conditions.
- This is an essential services position and, as such, this individual is often called upon to assist in the welfare of our tenants and the safety of our buildings in emergency situations, such as severe weather occurrences, etc.

Working on-call evenings and rotating weekends required.

- All building staff may be subjected to a separate security clearance/background check by Federal, State or Municipal tenants.
- All employees are accountable for compliance with all laws and regulations when performing their job duties. Each employee is expected to be familiar with the legal and regulatory requirements affecting his or her job responsibilities. It is the affirmative duty of each employee to carry out these responsibilities at all times in a manner that complies with all applicable legal and regulatory requirements. Employees must participate in required training on pertinent compliance laws and regulations as required by the company

## HOW TO APPLY

Please send resumes and cover letters to:

**Kim Barnett, VP of Human Resources**

[kbarnett@melvinmark.com](mailto:kbarnett@melvinmark.com) (No phone calls, please.)

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.