MELVIN MARK
EST. 1945

JOB POSTING

JOB TITLE: **Building Engineer** ☐ **EXEMPT** ☒ **NON-EXEMPT**

DEPARTMENT: **Operations** SALARY: **DOE**

REPORTS TO: **Building Operations Mgr.** POSTED: **October 2026**

ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of almost 4 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.

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.

The Building Engineer is responsible for the physical operations of assigned properties, ensuring high project performance is met based on established goals and benchmarks.

ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITES

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.

PORTFOLIO MANAGEMENT

- Manages maintenance, repairs, and capital improvements for assigned buildings. Including all building systems – mechanical, electrical, plumbing, structural, fire/life safety, elevator/escalator, building envelope
- Identifies, recommends, and implements preventative and on-going maintenance programs to preserve and/or upgrade building systems
- Stays abreast of latest technologies related to building systems and equipment
- Manages Energy Management System programs, performs in-house programming and develops computer-based graphics to ensure measures are taken to operate all systems while considering occupant comfort, efficiency and minimizing operating costs

VENDOR MANAGEMENT

- Manages vendor relationships effectively to ensure service expectations and contract obligations are met and costs are within budget and/or opportunities for expense savings are achieved
- Oversees and inspects work performed by outside contractors seeing that the contract specifications are followed, and work is completed in a timely manner
- Competitively bids service agreements as necessary
- Provides quality assurance to all proposed work that will impact building systems by reviewing plans (approving or denying) to maintain building standards. Completes intermittent inspections to confirm work is being completed according to plan
- Works closely with building security and day janitors to ensure seamless delivery of building services to customers

CORE COMPETENCIES

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

- Must possess strong problem-solving techniques
- Should value the importance of great customer service
- We need someone that excels at performing work accurately and thoroughly
- Our candidate should know how to write and verbally communicate in a professional manner
- Must be proficient in working with, and understanding, commercial building HVAC, plumbing, electrical, fire & life safety systems, construction, carpentry, painting, and roofing
- Working independently and proactively is a requirement
- Should possess the ability to actively listen to, convey, and understand the comments and questions of others using tact, courtesy, and good judgment

KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Seven-plus years of experience as a building engineer (HVAC, plumbing, electrical, FLS, carpentry, construction) working with a similar portfolio as that of Melvin Mark
- EPA/Refrigerant Certification is a must
- BOC I & II – Building Operators Certification is required
- SMT BOMA is required and working towards SMA BOMA is desired
- LME – license is a plus
- LBME – license is required
- General knowledge of building codes, electrical standards (24-480v), water treatment standards, and building operation standards
- Ability to read and understand blueprints, and associated design documents
- Exhibit strong skills working with Microsoft Word, Excel, Outlook, and Energy Management System based software
- Bachelor's degree is preferred. High school diploma or equivalent education is a minimum requirement

JOB CONDITIONS

There is a high noise environment in mechanical rooms when chillers are operating. Some exposure to concentrated particulates during perimeter unit cleaning. Also, some extreme stretching, bending when inspecting perimeter units.

The individual in this position needs to move around a large office building, occasionally ascending/descending ladders and moving a variety of items/equipment up to 50 pounds. This person must also be adept at communicating and exchanging information with tenants, coworkers, and vendors. It is often important for this position to be exposed 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 is required.

All building staff may be subjected to a separate clearance/background check by Federal, State, or Municipal tenants.

A valid driver's license is a requirement of the job

HOW TO APPLY

Please send resumes and cover letters to:

Kim Barnett, VP of Human Resources
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.