



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #5291 Log Sheet

**Job Posting Date:** 9/26/2024

**Employer Information:** The Brewer-Garrett Company  
**Contact:** Nikki Werner  
6800 Eastland Road  
Middleburg Heights, Ohio 44130  
**Phone:** 440-243-3535 **Ext:** 125  
**E-mail:** nwerner@brewer-garrett.com

**Main Business:** Facilities Solutions

**Job Title:** Chief Maintenance Engineer

**Full/Part-time:** Full-Time **Job Hours:**

**Job Duties:** Responsibilities include budget, staff, and coordination and control of the following areas: cost control; records; reports; contract compliance; inspection of facilities and work; planning, programming and scheduling; repair and maintenance; procurement; business accounting; hiring; training; subcontracting; quality control; preventive maintenance; owner-furnished property management; procedures development; resource allocation; payroll; coordination of work priorities; and monitoring of methods and procedures to improve cost-effectiveness and efficiency.

**Compensation:** \$58,000-\$66,500/yr

**Special Notes / Additional Information:**

Apply here: <https://brewergarrett.applicantpro.com/jobs/3475951>

**Minimum Age Requirement?**

18

**How to Contact:** Apply Online

**Seeking:**  
CVCC Alumni, Adult /Job Seeker

**Program Area:**

General, Construction Technologies, Engineering &  
Science Technologies

**E-mailed Job Posting on:** \_\_\_\_\_

**Notes:**

## JOB DESCRIPTION

**TITLE:** Chief Engineer

**DEPARTMENT:** Integrated Facility Services

**REPORTS TO:** IFS Manager

**SUBORDINATES:** Maintenance Technicians

**LOCATION:** Richfield, Ohio & Bedford, Ohio

**APPROVED/REVISED DATE:** August 26, 2024

**FLSA STATUS:** Administrative Exempt

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Brewer-Garrett is a facility solutions company that provides innovations that exceeds expectations. Our company is built upon the talent and experience of our associates, and we are looking for an experienced and reliable Chief Engineer to join our team.

**JOB SUMMARY:** The Chief Engineer is responsible for the implementation of all facility management services. Responsibilities include budget, staff, and coordination and control of the following areas: cost control; records; reports; contract compliance; inspection of facilities and work; planning, programming and scheduling; repair and maintenance; procurement; business accounting; hiring; training; subcontracting; quality control; preventive maintenance; owner-furnished property management; procedures development; resource allocation; payroll; coordination of work priorities; and monitorship of methods and procedures to improve cost-effectiveness and efficiency.

### DUTIES/RESPONSIBILITIES:

- Serves as the on-site point of contact for all formal interface discussions with client.
- Supervise a team of maintenance technicians and provide guidance and support as need; delegates limited authority Facility staff
- Utilizing the client's Computerized Maintenance management System (CMMS), directs recurring repairs, services, cleaning, landscaping and maintenance work. Maintain accurate records of maintenance activities, repairs, and equipment inventory.
- Responsible for managing all subcontracts. Recommend cost-saving measures for the client and/or the company.
- Promptly addresses and resolves technical problems and areas of improvement.
- Provides implementation expertise for processes, procedures, production, planning, budgeting, and control.
- Acts as agent for the client in the area of supply, equipment and material purchases, and specification for same.
- Ensures management and contract reports are accurate before submission to company management and client, respectively.
- Ensures compliance with safety regulations and policies.
- Develops contingency, emergency operation, safety, fire prevention, and facility maintenance management plans in concert with owner's plans.
- Provide excellent customer service to the client.

- Inspect buildings, electrical systems, grounds, and equipment to ensure safe, well-maintained conditions, identify hazards, defects, and the need for adjustment or repair.
- Perform minor troubleshooting and repairs; replace light bulbs, light fixtures, electrical sockets, light switches, ballasts, and fuses.
- Identify and perform basic service and repair on plumbing fixtures, open clogged lines and drains in sinks and toilets, replace water faucets, etc.
- Perform basic carpentry: repair drywall, paint walls, fix doors, windows.
- Must be available upon any emergencies and be on-call every 6 weeks.
- Other Duties as assigned: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

#### SALES RESPONSIBILITIES:

- N/A

#### SUPERVISORY RESPONSIBILITIES:

- Assists with the hiring of maintenance technicians.
- Implements and coordinates the following programs for the Facilities Staff: Training (Orientation and Job Skill), Quality Control, Processes and Procedures, Computerized Maintenance Management System, Budgetary and Financial Control Systems, and Safety Programs
- Monitors and inspects maintenance, repair, and cleaning operations for quality control and contract compliance.

#### QUALIFICATIONS:

- High school diploma or GED equivalent is required
- Bachelor of Science degree is a plus.
- Must have a minimum of 5 years of experience working with, managing, and training a crew for a large commercial facility.
- Experience in managing the operations and maintenance field supporting multiple building is a plus.
- Must have a knowledge of MEP (understanding of the operation of a facility under mechanical, electrical, carpentry, and general maintenance).
- Must have a minimum of OSHA-10 training.
- Commercial industry training desired.
- Broad O&M experience in positions of progressively increasing responsibility.
- Understanding of associated technical and administrative O&M functions.
- Experience using power tools and hand tools.
- Experience using electrical metering devices.
- Driver's license and reliable transportation

## KNOWLEDGE, SKILLS & ABILITIES

- Strong communication skills (oral and written); must be able to effectively relay information to various audience groups, including, but not limited to, applicants, managers, leadership, recruiters, and students
- Strong interpersonal skills; ability to foster and maintain positive working relationships with individuals internal and external to the company and from various backgrounds
- Strong organization skills with the ability to self-motivate and prioritize tasks; must be able to effectively manage own schedule with limited oversight
- Strong supervisory or leadership skills; demonstrates the ability to train, mentor, and develop staff
- Must be able to prepare professional written communications (emails, documents, etc.)
- Must demonstrate accountability, professionalism, and tact
- Demonstration of time-management skills with a proven ability to meet deadlines
- Good analytical skills; ability to analyze data and relay trends and potential outcomes; ability to evaluate problems and identify resolutions; good negotiation skills
- Proficient user of Microsoft Office Suite and Adobe PDF
- Ability to maintain satisfactory attendance

## WORKING CONDITIONS & PHYSICAL DEMANDS:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

- Capable of lifting 50 pounds.
- Capable of climbing a 10 foot ladder.
- Able to stand 50% of the work day.
- Able to walk 50% of the work day.

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.

- Employee may be required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear.
- Employee may occasionally be required to lift or move up to 50 pounds

## BENEFITS

- Medical, Dental, and Vision
- 401(k) with Employer Match
- Employer-paid STD, LTD
- Life, Accident, and Critical Care Insurance
- HSA & FSA
- Employee Assistance Program
- Paid-time off
- Open-door policy

- Collaborative culture
- Competitive compensation based on experience

Apply now to find out why our Associates think that Brewer-Garrett is a great place to work!

**Brewer-Garrett is proud to be a Drug-Free Workplace.**

Brewer-Garrett is an equal opportunity employer, all qualified job applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.