



Job Description: Engineering Coordinator

FLSA Status: Non-Exempt

InCity Properties Holdings, Inc. (www.incityinc.com; "InCity") is an expanding Puget Sound-based real estate property and asset management company managing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size and complexities. We are responsible for the day-to-day operations and the preservation & enhancement of our clients' properties.

The Engineering Coordinator supports the Chief Engineer and the property management teams to lead the maintenance/Work Order process of our buildings. The position is the "air traffic controller" to ensure all maintenance items are handled professionally, quickly, and properly. As maintenance projects are requested or required, this position is responsible for the project management of each project – from entering the request, gauging the requirements, scheduling the internal engineering team and/or vendors as needed, following up on the completion, and closing out the project to ensure it was handled properly.

Key Responsibilities include, but are not limited to:

- Work Orders:
 - Enter all Work Orders requested (either via phone or email from tenants or members of the team) into the property management system, AppFolio, and ensure all information is accurate, thorough, and timely.
 - For Work Orders directly input into AppFolio by tenants or team members, review the details and contact tenant or team member for further information if needed.
 - For commercial work orders requested by tenants, review the nature of the Work Order and assess whether or not the tenant is responsible for the work - contact the tenant or the team to discuss if applicable.
 - Review the needs of each Work Order upon receipt – assess the criticality, who should complete the Work Order (internally or vendor), assess the knowledge required to complete the project, and assign the Work Order(s) to the personnel best suited for the job.
 - Based on the criticality and the nature of the Work Order, assess when the Chief Engineer and/or property management team(s) should be informed.
 - Maintain constant contact with the Chief Engineer as it relates to Work Order needs, scheduling, possible vendor selection, and the estimated time to complete.
 - Constantly review and/or update the status of each Work Order (Scheduled, Waiting, Done).
- Building Walkthroughs: For residential, visit each property monthly and report any issues that need correcting.
- Unit Turnovers, residential: Assist residential managers and the maintenance team with coordinating unit turnovers, gathering and submitting all turnover charges.
- Budgeted maintenance items: Refer to budgets and schedule pre-authorized building improvements or larger scale planned maintenance jobs. Ensure work is approved internally from the management team prior to the work taking place.
- Deferred maintenance items: Meet with portfolio maintenance managers monthly to discuss next steps.
- Communicate closely with the commercial and residential property management teams so they are always aware of all maintenance projects at each building.
- Other responsibilities and projects designated by the property managers or Chief Engineer.

Basic Required Qualifications:

- High School diploma or equivalent
- At least 2 years' experience in general construction, maintenance performance, or similar
- Washington State driver's license with no major accidents or traffic incidents
- Intermediate level using Microsoft Office 365 (word, excel, outlook)
- Able to communicate in English both orally and in writing
- Experience in multi-tasking maintenance related projects and triaging prioritization
- Ability to maintain performance at a high level during stressful situations

Preferred Experience:

- Experience as a building engineer or assistant in commercial or residential property maintenance
- Experience in AppFolio property management software or similar

Compensation: DOE

Interested Candidates: Interested individuals should send a resume and compensation expectations to resume@incityinc.com