MINNESOTA LANDMARKS JOB DESCRIPTION
Effective Date: 11/2026
Reports to: Building Superintendent

MAINTENANCE ENGINEER

Under the supervision of the Building Superintendent, the Maintenance Engineer maintains the building and mechanical, electrical and plumbing (MEP) systems for Landmark Center, keeping the building running smoothly and functioning at comfortable level for all building occupants. The duties include the following:

- Maintains all heating, air conditioning and ventilation equipment (HVAC) under the direction of the Building Superintendent.
- Maintains all MEP equipment under the direction of the Building Superintendent.
- Operates all other equipment as necessary within the guidelines set forth by the Building Superintendent to assure proper building functions.
- Maintains the professional appearance of the mechanical rooms within the building and superior appearance and working condition of all the MEP systems. This includes cleaning and painting of all equipment and surrounding equipment areas.
- Performs chemical analysis tests as set forth by the Building Superintendent, reporting any abnormalities and substandard results.
- Meets with and advises all outside, maintenance-related contractors as required by the Building Superintendent and in his/her absence.
- Participates in ice and snow removal as needed with other crew members.
- Assumes additional duties as delegated by the Building Supervisor.
- Performs regular preventative maintenance and repairs on all mechanical equipment as outlined by the Building Superintendent including, but not exclusively:

    1. Pumps
        - Alignment
        - Annual Inspections
        - Greasing of bearings
    2. Air conditioners and air handling units (AHU)
        - Replacing filters
        - Cleaning coils, pans, interior and exterior surfaces
        - Lubricating bearings
        - Maintaining AHU room conditions
        - Inspecting control operations
        - Aligning all moving parts
        - Starts and stops HVAC machinery under the direction of the Building Superintendent.
    3. Emergency Management Systems (EMS) and security equipment
        - Maintains in good working order.

- Maintains a productive preventative maintenance program with accurate up-to-date records.
- Complies with all Minnesota Landmarks safety policies and procedures.
- Maintains, without flaw or exception, the plant logs and files, where appropriate, to include:

    - Engine room machine logs
    - Chemical usage logs
    - Maintenance of time logs

- Operating engineers' logs
- Personal time sheets
- Fire System and Pump

- Composes written, factual reports of equipment occurrences and incidents on property.
- Makes adjustments and changes on HVAC and MEP equipment to maintain established comfort zones. These adjustments and changes must be within the guidelines set forth by the Building Supervisor and shall include:

1. Air conditioner and heating system temperature adjustments.
2. Building environmental controls:
   a. Thermostats,
   b. Energy Management
   c. Fresh air and exhaust systems,
   d. Duct dampers and splitters,
   e. Damper motors,
   f. Belt and pulley adjustments.

Working Environment: Indoors - 80%**,** Outdoors - 20%

Qualifications:

1. Demonstrated physical ability to:
   - Climb up and down stairs and ladders
   - Access remote work areas, i.e., crawl spaces, roofs
   - Use olfactory, auditory and visual senses
   - Utilize full manual dexterity (i.e. sitting, squatting, bending, crawling, kneeling, lifting, walking, manipulating tools with limbs extended).
   - Drive company vehicles.
   - Manage snow sweepers, shovels and other equipment for removing snow.

2. Professional knowledge of and demonstrated professional ability to:
   - Read and use all types of test equipment, analog digital multi-meters, pressure and temperature indicating and recording devices, air flow measuring devices, and leak detection devices
   - Use basic hand tools competently (i.e., socket sets, wrenches, pliers, screwdrivers, saws and hammers, etc.)
   - Use power tools competently (pneumatic, electric or engine drive), drill motors, saws, grinder, impact wrenches, etc.
3. Ability to use deductive logic for troubleshooting equipment.
4. Able to utilize BAS system to control building systems.
5. Completion of certified HVAC/MEP training courses or at least three-five years of equivalent, on-the-job experience

Salary Range: $54,000-$68,000 (plus benefits) depending on qualifications.

To Apply: Submit cover letter, resume with qualifications and references by email to the Minnesota Landmarks Office (admin@landmarkcenter.org) or by mail/delivery to: Minnesota Landmarks, 75 Fifth Street W., Suite 404; St. Paul, MN 55102