



NORTHBRIDGE PARTNERS – General Maintenance Technician - PA/NJ

ABOUT NORTHBRIDGE PARTNERS

NorthBridge Partners LLC (“NorthBridge”) was founded in 2014 and is a vertically integrated real estate manager that invests in infill logistics properties in major US Coastal markets. NorthBridge is headquartered in Wakefield, Massachusetts and currently manages over \$2 billion worth of real estate investments.

For more information, please visit www.northbridgecre.com

GENERAL MAINTENANCE TECHNICIAN

NorthBridge Partners and NBCRE Property Management are seeking initiative-taking, results driven, proven leader to join our facilities management group. Providing on-site maintenance for a portfolio of industrial properties in Pennsylvania and New Jersey, this position requires daily travel to multiple property locations. Candidate should be skilled in routine repairs or diagnosing issues at commercial industrial buildings. Role will report to local property management group within NorthBridge Partners. Role requires professional level interfacing with building tenants, the ability to take ownership & pride for all buildings and projects and the ability to collaborate with a large team. The ideal candidate will deliver value to each asset by monitoring initiatives related to ensuring the efficient operation and maintenance of the mechanical, electrical, plumbing, and energy management controls systems. This position should be considered entry level and is a great opportunity for someone interested in growing their career in facilities operations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide day-to-day supervision of a portfolio of industrial properties in Pennsylvania and New Jersey. Must have an in-depth knowledge of building systems and how they operate.
- Enhance Facilities customer service reputation by providing exceptional customer service.
- Develop comprehensive annual inspection process for properties; complete weekly, monthly, quarterly, annual inspections in conjunction with PM team.
- Responsible for overseeing the operation and maintenance of all building systems including but not limited to HVAC, water treatment program, electrical, lighting, plumbing, elevator, building/energy, and management systems, ensuring all systems are maintained in first class condition.
- Conduct periodic inspection and audits to confirm compliance with operations and maintenance programs including service call programs, preventative maintenance, loss control prevention activities, safety programs, hazardous materials, OSHA compliance, water treatment and record keeping.
- Ensure that maintenance work orders are completed and in a timely manner.
- Presides at weekly scheduling meetings, reconciles the maintenance requirements of individual areas so that facility maintenance needs are met.
- Ensures that all work performed under his/her supervision is done in a timely and cost-effective manner according to the applicable codes.
- Ensure safety and comfort of tenants daily, while working to reduce tenant work orders and eliminate recurring problems.
- Follow up with tenants to ensure that all service requests are completed to their satisfaction.



- Ensure preventative maintenance is scheduled and performed in a planned and effective manner. Job requires candidate to be able to frequently meet with vendors and contractors at the sites.
- Assist the PM team with construction plan review.
- Respond to emergency situations and be able to troubleshoot call appropriate vendors to address the issue.
- Assist property management team in obtaining bids for repairs/capital projects

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Facility Management experience, preferably experience with industrial properties.
- Residence located to the south or west of Boston preferred due to location of properties.
- Excellent verbal and written communication skills and the ability to interact effectively at all levels.
- Working knowledge of OSHA, NFPA and Life Safety codes is helpful.
- Must be capable of reading and interpreting plans, specifications, and operational manuals associated with his/her work.
- Must be proficient with the use of a computer.
- Must be quality-focused and customer service oriented
- Must be able to respond to emergencies when needed.
- Proficient in the use of a variety of hand and power tools.
- Must be comfortable working off ladders, staging, and power platforms.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Valid drivers licence.

COMPETENCIES

- Problem Solving/Analysis
- Leadership Skills
- Teamwork Orientation
- Time Management Skills

EDUCATION and/or EXPERIENCE

- High School Diploma, GED, Trade, Technical, or Vocational school

WORK ENVIRONMENT

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. While performing the duties of this job, the employee is regularly required to communicate with others and exchange accurate information; operate a computer and other office productivity machinery; move about the workplace; remain in a stationary position for 30-40% of the time; and extend hands and arms in any direction.



Please submit your resume and cover letter to resumes@northbridgecre.com.

NorthBridge Partners is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.