



Lead or Building Engineer Non-Exempt Position Profile

SUMMARY:

The Lead or Building Engineer is responsible for all day-to-day physical building and related support systems of the project under the supervision of the Chief Engineer. The Lead or Building Engineer is also responsible for working directly with Property Management, Engineering Manager, and Regional Director of Engineering in implementing and maintaining the energy management system, preventative maintenance, quality standards, operating objectives, and goals of the owner and Transwestern (TW). This must be done in a manner that not only protects but also maximizes the value of the property. The Lead or Building Engineer must also exhibit legendary customer service when communicating with tenants, prospective tenants, vendors and owners.

STANDARDS

It is the policy of Transwestern that the highest possible professional standards be maintained at all times when performing your assigned duties and responsibilities. Our success as a business is directly related to the quality of service that we provide. In the performance of your duties as an Engineer as described below, you are accountable for all of your actions.

Engineers are the most visible Transwestern employees at a property and must act accordingly. Your contact with tenants, prospective tenants, owners, and vendors is to be guided by the highest professional standards including positive, supportive and friendly behavior.

ADMINISTRATIVE

- ❑ Maintain relationships with the Property Management staff to update work orders (tenant and preventive maintenance) in Angus Anywhere, or other CMMS programs.
- ❑ Administer inventory control programs and systems to assure:
 - The availability of parts and supplies.
- ❑ Assist Property and Engineering Management in the day-to-day financial transactions, selection, administration, and evaluation of suppliers and contractors including but not limited to:
 - Recommendation of vendors/contractors.
 - Issue purchase orders based on management policies, procedures, and the terms of contract.
 - Confirmation of receipt of goods or services.
 - Evaluation of performance.
 - Evaluation of costs.
 - Administration/maintenance of quality and cost controls.
 - Maintain accurate, timely expense records and files.
- ❑ Administer capital and operating budgets with Chief Engineer and Property Management.
- ❑ Manage the property within parameters of the budget and any property management business plans.
- ❑ Maintain compliance with all Transwestern personnel policies and procedures.



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BUILDING OPERATIONS

- ❑ Administer all necessary services to maintain and enhance the value, operating efficiency, and the physical appearance of the property, including but not limited to:
 - Contract services, including water treatment, HVAC, utilities, security, parking, metal refinishing, etc.
 - Quality and performance standards for engineering and contractors ensuring compliance with agreements.
 - Contracting and monitoring qualified contractors and trades people needed for project or tenant construction and remodeling.
- ❑ Monitor and oversee plant operation, note standard and non-standard conditions and know when to seek assistance from outside vendors.
- ❑ Assure all equipment is operated and maintained within the manufacturer's specifications and the operating guidelines of the property.
- ❑ Understand preventive maintenance and overhaul schedules for all equipment and mechanical systems within the project.
- ❑ Monitor and control the effectiveness and efficiency of energy usage without compromising tenant comfort. Assist Chief Engineer in Maintaining/Updating EPA Energy Star Portfolio Manager and Transwestern Utility Analysis programs each month.
- ❑ Understand OSHA guidelines and how to ensure that all equipment is maintained to guidelines/standards.
- ❑ Execute performance testing on equipment using the appropriate tools/equipment (refrigerant gauges, thermometers, volt-ohm and amp meters, etc.).
- ❑ Read and comprehend blueprints and schematic diagrams of wiring, HVAC, plumbing, pneumatics, and building construction.
- ❑ Assure daily logs of all activities occurring during shift are completed including operational changes and any equipment repairs or alterations.

BUILDING MAINTENANCE

- ❑ Execute routine preventative maintenance programs in the face of interruptions.
- ❑ Test, maintain, and restore to working order any component of the main engineering systems used within a property, including but not limited to the following:
 - (HVAC) systems to include boilers, pumps, fans, motors, coils, filters, sheet metal and controls for air transmission and distribution (pneumatic, electric, and electronic).
 - (Chilled water) systems to include centrifugal chillers, absorber chiller, thermal storage system, heat exchangers, pumps, evaporative cooling towers or other condensing systems, piping distribution systems and related controls.
 - (Plumbing) systems to include domestic potable water systems (valves, heat exchangers, piping and controls) sewage systems including piping, drains, vents, restroom fixtures and trim.
 - (Electrical) systems to include a working knowledge of systems from 12 volts to 480 volts and battery supply.
 - (Structural) systems to include minor repairs of walls, ceilings, and any associated support systems.
- ❑ Operate and use necessary manual and power-driven tools.
- ❑ Lift and carry objects of up to 50 lbs for distances of up to 30 ft.
- ❑ Climb ladders and stairs.



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EMERGENCY SYSTEMS

- Respond appropriately to and assist emergency response personnel, at any time when on duty or on call.
- Test, maintain, and restore to working order any component of the emergency systems used within a property, including but not limited to the following:
 - (Fire Alarm) system to include initiating devices, main fire alarm panel components.
 - (Fire Suppression) systems to include supervisory, tamper and water flow devices, dry-pipe valves, air compressors, Drip legs, and Fire Extinguishers.
 - (Fire Pump) systems to include Fire pump and controller, Jockey pump and controller, Gauge inspections and/or replacement.
 - (Generator) systems to include operations, controls, batteries, and transfer switches.
 - (Electrical) systems to include Uninterruptible Power Systems, Emergency power circuits, Emergency Lighting systems, and Security systems.
- Ensure compliance with the emergency procedures for each property in conjunction with local jurisdiction and property management guidelines.

COMMUNICATION

- Build and maintain effective communications and relationships with the Property Management Staff, tenants, vendors and peers.
- Communicate about practical building systems (HVAC, maintenance, etc.) issues.
- Overall communication style must be proactive and persuasive, as well as responsive and service oriented – especially with upset tenants.
- Act as a full member of the Property Management team, building and maintaining effective relationships, managing differences of opinion, joining team meetings, sharing ideas, being persuasive and listening effectively.
- Convey thoughts and recommendations orally and/or in writing to supervisors, contractors, and others in order to solve building-related problems.
- Respond to all requests pertaining to building audits, energy star requirements and training deliverables on a timely basis meeting all critical deadlines.

PLANNING

- May occasionally act as a lead team member for the property.
- Take initiative on problems and special needs of the property or tenants.
- Follow through on building related issues.
- Manage own time on a daily basis with little supervision.
- Must be able to handle multiple projects, changing priorities and a continually heavy workload.



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POSITION REQUIREMENTS

- High School Diploma or G.E.D.
- 2-3 years of experience with comparable equipment and operations.
- Intermediate Word and Excel proficiencies preferred.
- Microsoft Outlook knowledge preferred.
- Exceptional oral and written communication skills.
- Strong customer service orientation.
- Communicates by telephone, fax, e-mail, and in-person.
- Uses offices equipment.
- Knowledge of Building Automation Systems/DDC and Pneumatic Controls.
- Strong track record of increasing energy efficiency.
- CFC Universal Certified.
- AED/CPR Certified.
- OSHA 10 hour Certified.
- Stationary Engineers License or equivalent preferred.
- Must be available for overtime and emergency support 24 hours 7 days a week.

POSITION ASSIGNMENT

- To be Determined.

TEAMWORK APPROACH

A detailed list of position responsibilities has been developed so that expectations are clearly communicated. However, it is rarely possible to provide a list that will capture all possible projects and assignments. Team members are expected to assist with additional assignments that may be requested by direct supervisors and to lend assistance to other members of the team, when appropriate.

Team Member Signature Date

Supervisor Signature Date

PLEASE FORWARD RESUMES TO: Jeannine.Bean@transwestern.com