

## POSITION DESCRIPTION

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**POSITION TITLE:** Chief Building Engineer

**REVISED BY:** HR      **REVISION DATE:** 4/2018      **EFFECTIVE DATE:** 4/2018

**REPORTS TO:** Property Manager

**SUPERVISOR RESPONSIBILITY:**      **FLSA:**      Exempt

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### JOB SUMMARY:

The Chief Engineer is responsible for all day-to-day physical and related support systems of the projects under the supervision of the Property Manager. The Chief Engineer is also responsible for working directly with management in implementing and maintaining the energy management systems, preventative maintenance, quality standards, operating objectives, and goals of the owner. These functions must be done in a manner that protects and maximizes the value of properties. The Chief Engineer must also display excellent customer service when interacting with tenants, prospective tenants, brokers, vendors, co-workers, and ownership.

### ESSENTIAL FUNCTIONS

- Supervise direct maintenance staff and monitor performance of assigned responsibilities. Also responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding, and disciplining employees; addressing complaints and resolving problems.
- Ensure that on site staff conforms to all jurisdictional laws, codes, and regulations.
- Oversee the performance and maintenance of all mechanical, electrical, HVAC, and plumbing systems, ensuring operation within designed capabilities, and achieving proper environmental conditions prescribed by building management. Ensure all equipment is operated and maintained within the manufacture's specifications and the operating guidelines of the properties.
- Implement and monitor an effective energy conservation and maintenance program to ensure measures are taken to keep operating costs to a minimum.
- Have working knowledge of all building systems including above mentioned and life safety, fire protection, automation system and access systems.
- Process and maintain the requisite licenses and permits required by local jurisdictional laws and ordinances to operate, repair, and maintain the facility equipment and systems.
- Oversee and supervise the efficient operations of the facility equipment and systems.
- Supervise (delegate) and/or conduct preventative maintenance on mechanical, HVAC, plumbing, and electrical systems as it relates to the facility with minimum disruption of building services.
- Maintain logs and records on preventative maintenance.
- Communicate daily with engineering staff and building management on matters relating to the services performed.
- Continually evaluate all equipment and systems operationally and provide building management with a list of deficiency items, if any and recommendations for improvement.
- Perform work orders from tenants in a timely manner, or assist engineering staff to troubleshoot, if needed.
- Read and comprehend blueprints and schematic diagrams of wiring, HVAC, plumbing pneumatics and building construction.
- Coordinate outside contractor work and inform building management of work schedule.
- Establish departmental operating policies.

- Provide for continuous on-the-job training programs designed to increase the efficiency and effectiveness of all engineering departmental personnel.
- Carry out all company policies and perform other special assignments as directed by management.

**MINIMUM EDUCATION/EXPERIENCE**

- Associated Degree (A.A.) or equivalent from two-year college or technical school
- Seven years related experience or equivalent combination of education and experience.
- Four years minimum in a supervisory position.

**OTHER REQUIREMENTS:**

- Valid driver’s license and clear driving record.
- Strong mechanical background. Four or more years supervisory experience in the commercial real estate (Class A or B) thorough knowledge of employee relations, HVAC, plumbing, structural, electrical, and related mechanical systems.

**PREFERENCES:**

- RPA or SMA preferred or in program to achieve designations.

**GENERAL REQUIREMENTS:**

- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written oral, diagram, or schedule form.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee frequently works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is frequently exposed to wet and/or humid conditions, extreme cold, extreme heat, and risk of electrical shock. May occasionally be exposed to fumes or airborne particles.

**PHYSICAL DEMANDS:**

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

<b>C</b> =Constantly 5-8 hrs/shift	<b>F</b> =Frequently 2-5 hrs/shift	<b>O</b> =Occasionally Up to 2 hrs/shift	<b>R</b> =Rarely (does not exist as regular part of job)
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<u>Physical Demands</u>	
Standing	F
Walking	F
Sitting	O
Lifting	F up to 40 lbs.

	Carrying	O
	Pushing	O
	Pulling	O
	Climbing	F
	Balancing	F
	Stooping	O
	Kneeling	O
	Crawling	O
	Reaching	F
	Handling	F
	Grasping	F
	Feeling	C
	Talking	F
	Hearing	F
	Repetitive Motions	C
	Eye/Hand/Foot Coordination	F

**EQUIPMENT USED:**

Working with major equipment and mechanical systems.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_