



## Assistant Building Engineer Non-Exempt Position Profile

### **SUMMARY:**

The Assistant Building Engineer is responsible for working directly with the property and engineering management in implementing and maintaining the energy management, preventive 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.

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

Your contact with tenants, prospective tenants, owners, and vendors is to be guided by the highest professional standards including positive, supportive, friendly behavior and legendary service.

### **REQUIREMENTS:**

#### *Education:*

- High school diploma or GED equivalent

#### *Experience:*

- Minimum 2 years building maintenance experience.

#### *Technical Skills:*

- Must possess basic computer skills, ability to operate Windows based software
- May require shift work and/or on call duties
- Must have a thorough understanding of HVAC, electrical and building automation systems.
- Operate and use necessary manual and power-driven tools
- Ability to interpret mechanical, electrical blueprints and schematics

#### *Personal Skills:*

- Must be able to handle multiple projects and changing priorities
- Strong customer service orientation
- Exceptional oral and written communication skills
- Strong desire to succeed in an entrepreneurial environment

#### *Physical:*

- Stooping, standing, climbing and frequent lifting of a minimum of 50 lbs. of equipment (pump, tools, ladders) and ability to safely install rigging/lifting device
- Lift and carry objects of up to 50 pounds for distances of up to 30 feet
- Maybe required to work extended periods of time without relief when responding to priority/emergency situations (including overtime type assignments)
- Climb ladders and stairs

#### *Other:*

- Overtime and on-call duty maybe required

### **ESSENTIAL JOB FUNCTIONS:**

- Assist with troubleshooting and repairs of building and installing systems to include: packaging and handling machinery, plumbing systems, kitchen equipment, roofs, drains, shop, grounds equipment and HVAC.
- Clean, lubricate and service a wide variety of pumps, valves, pneumatic controls, electrical, mechanical and hydraulic devices.
- Assist with installation and modification of building equipment systems.
- Troubleshoot, evaluate and make recommendations to upgrade maintenance operations and/or implement savings opportunities.



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- ❑ Possess competent knowledge of the use and care of tools and equipment used in facility and ground maintenance.
- ❑ Respond immediately to emergency situations and customer concerns.
- ❑ Inspect buildings, ground and equipment for unsafe or malfunctioning conditions.
- ❑ Inspect new installation for compliance with building codes and safety regulations.
- ❑ Maintain and operate life safety/fire systems.
- ❑ Perform welding, carpentry and snow removal when necessary.
- ❑ Comply with all applicable codes, regulations, governmental agency and Company directives as related to building operations and practice safe work habits.

### GENERAL MAINTENANCE AND OPERATION DUTIES:

- ❑ Understand OSHA guidelines and how to ensure that all equipment is maintained to guidelines/standards.
- ❑ Assist in understanding and establishing or improving preventive maintenance and overhaul schedules for all equipment and mechanical systems within the project.
- ❑ Assist or take responsibility for maintenance and operation programs/schedules for all equipment.
- ❑ Repair and maintain equipment in ceilings, on roofs and in tenants' suites including but no limited to:
  - Door and ceiling repair in the buildings
  - Painting of all mechanical areas in the buildings

### ENGINEERED SYSTEM RESPONSIBILITIES:

- ❑ 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:
  - Structural
  - Emergency warnings
  - Heating, ventilating, air conditioning (HVAC)
  - Plumbing
  - Electrical
  - Execute performance tests using the appropriate tools/ equipment
- ❑ Restore systems to working order, which includes identification and repair and/or replacement of:
  - Pumps
  - Motors
  - Generators
  - Compressors
  - Blowers and fans
  - Pump and engine valves
  - Electrical outlets and light fixtures
- ❑ Read and operate test equipment (refrigerant gauges, thermometers, volt-ohm and amp meters)
- ❑ Read and comprehend blueprints and schematic diagrams of wiring, plumbing, pneumatics, and building construction
- ❑ Require working knowledge of systems from 12 volts to 480 volts and battery supplied power

### EMERGENCY SYSTEM DUTIES:

- ❑ Respond appropriately to and assist emergency personnel, at any time when on duty or on call and to:
  - Be able to carry and/or otherwise move people and equipment
  - Test and maintain emergency systems including:
    - Fire alarms
    - Smoke detectors
    - Fire suppression equipment
  - Emergency power supply systems (natural Gas or diesel driven)



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- Ensure compliance with the emergency procedures for each property in conjunction with property management guidelines.

OTHER:

- Read and follow written and oral instructions.
- Maintain a safe work attitude by continuously evaluating work place risks.
- Convey thoughts and recommendations orally and/or in writing to supervisors, contractors, and others in order to solve building-related problems.

**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

SUBMIT RESUMES TO JEANNINE BEAN AT: [Jeannine.Bean@transwestern.com](mailto:Jeannine.Bean@transwestern.com)