

WRIGHT RUNSTAD & COMPANY
SOUTH SOUND PORTFOLIO

POSITION TITLE

Chief Engineer

ACCOUNTABLE TO

Property Manager and Director of Engineering

SCOPE OF RESPONSIBILITIES

Under the general supervision of the Property Manager and oversight of the Director of Engineering, manages operations for approximately 600,000 square feet of class A office buildings located in Tumwater and Olympia, Washington. Responsibilities including energy management, maintenance and safety, and tenant improvements; may include security and grounds maintenance. Develops and implements annual budget for operations and capital needs. Develops and implements operating policies and procedures. Contracts with and coordinates vendors for a variety of facility services. Provides management of fire and life safety programs. Supervises engineering and maintenance staff, providing for training and development.

BASIC DUTIES AND RESPONSIBILITIES

Building Operations

- Participates as a member of the management team in planning, problem resolution and reviewing property management and facility performance.
- Manages and directs varied building engineer activities including tenant reimbursable work orders, preventive, scheduled and emergency maintenance, cleaning, repair and renovation of mechanical systems and grounds.
- Performs building quality control inspections to ensure adherence to company specifications and industry standards.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Implements systems to maintain records on equipment inventories, work requests, preventative maintenance and required compliance activities.
- Maintains and updates procedures for fire and life safety systems to ensure that all procedures and policies relating to fire protection, disaster and hazardous material response are current and that all staff has been trained and are able to execute the required procedures.

Energy & Environmental Stewardship

- Adhere to energy management objectives by performing all duties in a manner consistent with sound environmental stewardship/energy management practices.

- Operate the building(s) at all times in a code-compliant manner that maximizes energy efficiency while maintaining tenant comfort and equipment reliability, striving to balance goals for energy management with cost effectiveness.
- Monitor energy consumption and implement procedures or operational changes to achieve optimal energy consuming strategies. Actively support programs on energy management and work with engineers on training programs.
- Review utility bills for accuracy prior to payment by comparing meter readings to billing data and checking rates and tariff schedule.
- Report quarterly on changes in tenant trends and expectations, new technologies being utilized, governmental regulations and competitive buildings in the market seeking Energy Star ratings or LEED certifications.
- Collect and enter building occupancy, utility consumption and costs into required systems such as Energy Star and the company standard utility summary workbook.
- Work with tenants to reduce their plug load, such as turning off office equipment when not in use and installing power management features on their computers.
- Support general building services such as the recycling and composting programs and other sustainability initiatives. Encourage tenants and vendors to reduce their contribution to the non-recyclable waste stream.
- Participate in and demonstrate company leadership at energy and environmental stewardship related events sponsored by professional organizations and utility companies.

Contractor Management

- Oversees activities of contractors, vendors and suppliers. Monitors contracts for compliance and controls costs; performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Develops and maintains security procedures and contracts for security services. Maintain the security programs of building access systems, surveillance cameras and key distribution.

Tenant Relations

Provide information, resolve problems, and train staff on services that ensure tenant satisfaction. Assist in the ongoing development of positive tenant relations.

Budget Preparation and Monitoring

- Assist in the development of the annual operating budget, capital budget, and/or major maintenance plan.
- Prepare cost pay back analysis on large investments.
- Monitor and control expenses of annual operating budget, capital and major maintenance projects. Report to the Property Manager on any significant variances.

SUPERVISION EXERCISED

Supervision is exercised over 3-5 engineers and 1-6 contract maintenance staff. Train and develop staff and organize, prioritize, and schedule work assignments.

KNOWLEDGE AND SKILLS REQUIRED

- Excellent oral and written communication skills.
- Knowledge and integrated understanding of facilities services and operations of an office building portfolio. Knowledge of mechanical systems, building materials and emergency maintenance.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge and understanding of the design and implementation of building preventive and predictive maintenance programs.
- Knowledge of commercial signage and physical security principles and processes.
- Ability to develop and implement facility safety, security, and disaster recovery programs and procedures.
- Knowledge of building trades management principles, methods, and techniques.
- Knowledge of contract documents and specifications. Ability to coordinate and/or supervise independent contractors.
- Ability to develop and maintain record-keeping systems and procedures.
- Knowledge of federal, state and local codes and ordinances pertinent to facilities planning, design, construction, and maintenance.
- Knowledge of budgeting, cost estimating and fiscal management principles and procedures.
- Valid drivers license for the state where employed.
- Skill in the use of computers, preferably in a PC, Windows-based operating environment.

EDUCATION AND EXPERIENCE

A Bachelor's degree in a related field or discipline is desirable. A combination of vocational / technical training with 2 to 5 years experience directly related to the duties and responsibilities specified may be substituted. Completion of an accredited course in Facility Management through a nationally recognized program such as BOMA is desired.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The employee is occasionally exposed to toxic or caustic chemicals, explosives, and vibration.