

**WRIGHT RUNSTAD & COMPANY**  
1201 THIRD AVENUE

**POSITION TITLE**

Building Engineer

**ACCOUNTABLE TO**

Chief Engineer and Assistant Chief Engineer

**SCOPE OF RESPONSIBILITIES**

Responsible for assisting in the effective and continuous operation of all building mechanical and electrical systems including Heating Ventilation and Air Conditioning (HVAC) and other building utilities. Responds to building-related emergency calls from tenants, owners or security personnel. Performs major and minor repairs relating to the property. Maintain professional communications with contractors, tenants and property management team.

**BASIC DUTIES AND RESPONSIBILITIES**

**Building Operations**

- Perform maintenance and repair of mechanical, electrical, plumbing and HVAC systems.
- Operate building systems, including computer-based HVAC/energy management, fire alarms, smoke detectors and speakers, security card access/electronic locks, and camera-recorded surveillance.
- Meet with tenants regarding equipment and space issues.
- Supervise vendors and contractors to ensure they are working within the scope of the project and/or contract.
- Assist in project cost tracking and annual budget preparation.
- Respond to work order requests within company response time standards, using electronic equipment and software to record and close each order.
- Respond to after-hours on-call emergency situations and support engineering and security team on the phone or on site as needed.
- Locate and report irregular operation or performance of the equipment. Implement procedures as directed by the Chief Engineer.
- Manage the preventive maintenance program to ensure equipment is being serviced on the approved schedule. Maintain appropriate records and schedule work with the engineers.

**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 at all times in a code-compliant manner that maximizes energy efficiency while maintaining tenant comfort and equipment reliability, strive to balance goals for energy management with cost effectiveness.
- Actively support company programs on energy management.
- 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.

#### **SUPERVISION EXERCISED**

May be called upon to work with a Junior Engineer and instruct and/ or supervise as needed.

#### **EDUCATION AND EXPERIENCE**

- 5+ years of technical experience with physical plant maintenance in a Class A office building.
- Knowledge and skills in the basic building trades.
- A current State of Washington 07 Specialty Electrician License.
- CFC license, and refrigerant licenses are preferred.
- A high school diploma or GED (trade school or other vocational certification is preferred).
- Knowledgeable in the safe use of small hand and power tools.
- Working knowledge of single- and three-phase power, low-pressure steam and Heating, Ventilation and Air Conditioning.
- Ability to trouble-shoot and repair direct digital controls.
- Ability to read and understand blueprints, identifying symbols and equipment.
- The willingness to respond to emergency situations at all times.
- Good interpersonal skills; ability to relate to tenants and colleagues with an attitude of service regardless of organizational relationships. Can gain cooperation and confidence in difficult circumstances.
- A willingness to improve current skill level and develop expertise in new technical areas as required in particular buildings or circumstances.
- Experience using energy management systems. Ability to utilize computer-generated data, and the internet for ordering parts and supplies. Experience with Microsoft Office programs, including Excel, Word, and Outlook First aid/CPR and AED certifications (or the ability and willingness to obtain certification).

**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; and talk or hear. The employee frequently is required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 60 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 frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration.