

# WRIGHT RUNSTAD & COMPANY

## RAINIER SQUARE & RAINIER TOWER

### **POSITION TITLE**

Chief Engineer

### **REQUIRED EDUCATION AND EXPERIENCE**

**Demonstrated experience in the management of maintenance and engineering for a large-scale mixed-use high-rise complex are required. Mixed-use would generally include office, retail, multi-family, and parking components.**

Requires an acceptable combination of education and experience ranging from a related bachelor's, associate, high school, high school equivalency and vocational training with minimum levels of work and supervisory experience between no less than 10 and as many as 20 or 30 years. Past completion of an accredited certification in Engineering, Maintenance or Facility Management through a nationally recognized program such as BOMA or IREM is required.

### **ASSIGNMENT**

Class A mixed use, newly constructed full city block complex in downtown Seattle, Washington consisting of:

- 722,000 square foot multi-tenant office tower
- 547,000 square foot multi-tenant office tower
- 79,000 square feet of retail space including a full-service grocery and membership fitness club
- 293,000 square foot, high-rise luxury apartment community managed by a leading multi-family organization
- A future 122,000 square foot low-rise office property

### **ACCOUNTABLE TO**

General Manager and Director of Engineering

### **ESSENTIAL RESPONSIBILITIES**

The Chief Engineer is responsible for directing and mentoring a large team of building engineers, maintaining all building mechanical systems, optimizing utility consumption, developing and drilling fire and life safety plans and carefully managing all operational aspects of the physical plant including annual budgets, capital plans and monthly variances. The Chief Engineer supervises the work of the third-party multi-family management company by maintaining close communication with its maintenance manager and community manager, ensuring that overall building quality is maintained and systems such as elevators and fire alarms are tested successfully and with minimal negative impact on tenants or residents.

### **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 building engineer activities including tenant reimbursable work orders, preventive, scheduled and emergency maintenance, cleaning, repair and renovation of mechanical systems and grounds.
- Proactively performs building quality control inspections to ensure adherence to company specifications and industry standards.
- Proposes large operating expense and capital improvements by fully demonstrating need, timing, payback, competitive pricing review and next best alternatives.
- 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.
- Ensure that all parts of the company's safety program are followed and update properly for the specific property.

### **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**

- Oversee activities of contractors, vendors and suppliers. Monitor contracts for compliance and control costs; perform quality control inspections to ensure adherence to contract specifications and industry standards.
- Develop and maintain security procedures and systems including building access control, surveillance cameras and key documentation and distribution.

### **Tenant and Owner Relations**

- Provide information, resolve problems, and train employees and contract services staff on the importance of measurable tenant satisfaction. Be a very visible member of the property management team.
- Engage with building owners routinely and provide clear and summarized status reports on overall building conditions and opportunities for improvement.

### **Budget Preparation and Monitoring**

- Develop all repair and maintenance and utility categories of annual operating budgets, capital budgets, and/or major maintenance plans.

- Prepare a full cost pay back analysis on large investments and client-ready bid comparisons for service and project contracts.
- Monitor and control expenses of annual operating budget, capital and major maintenance projects. Report to the General Manager on any significant variances.

### **SUPERVISION EXERCISED**

Supervision is exercised over engineers and contract maintenance staff. Train and develop staff and organize, prioritize, and schedule work assignments. Maintain a positive and rewarding work environment to encourage employee retention. Knowledge of standard human resources practices is required including the recruitment, interview and hiring process.

### **REQUIRED KNOWLEDGE**

- Excellent oral and written communication skills and the ability to speak, write and understand English.
- Knowledge and integrated understanding of facilities services and operations of a multi-use complex including mechanical and electrical 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 reactive maintenance programs.
- Knowledge of physical security systems, hardware, 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 code compliance 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.
- A current State of Washington 07 Specialty Electrician License is desirable.
- Valid driver's license for the state where employed.
- Demonstrated skill in the use of computers and software in a Windows-based operating environment. Experience working with the common functions of Excel and Word is required.

### **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. Physical requirements include stooping, standing, climbing and lifting up to 60 pounds.