

WRIGHT RUNSTAD & COMPANY
1201 Third Avenue
JOB DESCRIPTION

POSITION TITLE

Building Systems Engineer

ACCOUNTABLE TO

Chief Engineer and Assistant Chief Engineer

SCOPE OF OF RESPONSIBILITIES

Responsible for the installation, operation, maintenance and repair of computer-controlled equipment and electronics for building systems. The systems involved include surveillance, HVAC, card access, tenant visitor system server management, telecommunications, work order dispatch and tracking, life safety.

In addition, performs general maintenance for electrical, plumbing and security/life safety equipment and systems as assigned by the Chief Engineer and Assistant Chief Engineer

BASIC JOB DUTIES

Job duties includes the following. Other duties may be assigned.

Perform regular audits on building energy management systems.

Manage all networked equipment, cyber security system and access, permissions to access systems by personnel.

Perform hardware, software, and network level troubleshooting for Building Automation Systems.

Manage controls, events, trends, and programming of HVAC system. Initiates measures to provide temperature comfort throughout the complex.

Run after-hour HVAC reports monthly

Manage Security Access System, software maintenance; manage data and backups.

Locate and report any irregular operation or performance of the equipment and implement procedures for correction as needed.

Monitor and control energy consumption. Actively support programs on energy management and work with engineers on training programs.

Manage the preventative maintenance program to ensure the equipment is being serviced on the appropriate frequency and operates as designed. Maintain appropriate records and work with engineers for proper scheduling.

Operate and maintain building, mechanical, electrical, HVAC, plumbing systems and security/life safety equipment and systems as directed by Chief Engineer and Assistant Chief Engineer

Inspect property for potential hazards and risk in all building systems.

Report any safety or security problems to Chief Engineer and Assistant Chief Engineer

Assist management in all safety and security procedures, i.e.: fire alarms, etc. Help coordinate activities of security personnel.

Respond to after-hours calls when on duty.

Complete tenant work orders and provide information necessary to maintain complete and accurate maintenance records.

Assist Management personnel in assuring tenant, visitor, and contractor adherence to building rules and regulations.

Work with vendors and systems partners on subscriptions for various initiatives, cyber security etc.

ENERGY & ENVIRONMENTAL STEWARDSHIP

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

KNOWLEDGE AND SKILLS REQUIRED

- 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 Building Automation System troubleshooting / programming (N4 and PPCL experience preferred).
- Knowledgeable in deployment of virtual machine servers.
- Working knowledge of managed network switch configuration.
- 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 always respond to emergency situations.
- 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 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, sit, and talk or hear. The employee frequently is required to use hands to grasp, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 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 occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration.

EDUCATION AND EXPERIENCE

A minimum of two years technical experience and physical plant maintenance. Trade school experience may be substituted.

For employees working 20 or more hours per week, the Company offers a comprehensive benefits package that includes employer-sponsored medical, dental, and vision premiums for the employee; Health Care and Dependent Care Flexible Spending Accounts; employer-paid life insurance, and long-term disability insurance. The Company also provides 10 days of vacation per year in the first year of employment with scheduled increases based on length of service and 11.5 paid holidays. Accruals and holiday pay are pro-rated for employees working less than 40 hours per week.

The salary range for this position is \$85,000 to \$100,000 per year. The starting/hiring range is also \$85,000 - \$100,000 per year.