

# **WRIGHT RUNSTAD & COMPANY**

## **BELLEVUE PROPERTIES**

### **POSITION TITLE**

Junior Engineer

### **ACCOUNTABLE TO**

Chief Engineer or Engineer Mentor

### **SCOPE OF RESPONSIBILITIES**

Responsible for assisting in the effective and continuous operation of all building mechanical and electrical systems including 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 facility.

### **BASIC DUTIES AND RESPONSIBILITIES**

- Must be willing to be in the Apprenticeship program and to be tested on the required curriculum.
- Attend ongoing classes during off-hours to learn the theory of building HVAC systems, electricity and its application, plumbing, preventive maintenance, building automations, door & lock hardware, safety, blueprint reading and computer fundamentals.
- Perform preventive maintenance tasks. Ensure that work orders and preventive maintenance tasks are completed, logged and closed.
- Develop working knowledge of energy management, security surveillance and fire/life safety systems.
- Ensure time and materials are recorded and charged.
- Ensure general cleanliness of all shops, storage and mechanical areas.
- Utilize computer-generated data and access the internet to order parts and supplies.
- Demonstrate a willingness to improve current skill level and develop expertise in new technical areas as required in particular buildings or circumstances.
- Must obtain and maintain 07 electrical trainee card/journeyman card in current status, including attending classes for Continuing Education during and off hours to comply with State requirements.
- Perform maintenance of building HVAC systems, electrical systems, plumbing, preventive maintenance, building automations, door & lock hardware, safety, and janitorial requirements.
- Participate in team activities including adjustments of energy management, security surveillance and fire/life safety systems, fire drills, emergency drills.

- Perform various routine maintenance and repair tasks including changing lighting fixtures, ballasts, lamps, and repairing plumbing such as flush cartridges, instant hot water units, faucets, and some piping repairs.
- Assist in conference room and event set-ups, to include moving tables and chairs.
- Position requires occasional overtime to complete maintenance tasks.
- Ensure time and materials are recorded and charged.
- Ensure general cleanliness of all shops, storage, and mechanical areas.
- Demonstrate a willingness to improve current skill level and develop expertise in new technical areas as required in particular buildings or circumstances.
- Maintain water feature(s), clean flush, check filters, water treatment and pump operation
- Complete regular operational checks on irrigation systems and make repairs as necessary

#### **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**

None

#### **KNOWLEDGE AND SKILLS REQUIRED**

- Understanding in the basic building trades.
- Working knowledge of computers.
- Good interpersonal skills; ability to relate well to tenants and colleagues regardless of organizational relationships.
- Knowledgeable in the safe use of small hand and power tools.
- A willingness to respond to emergency situations. (After-hours on-call).

### **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.

### **EDUCATION AND EXPERIENCE**

Mechanical aptitude

### **SALARY AND BENEFITS**

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 \$66,000 to \$75,600 per year. The starting/hiring range is also \$66,000 - \$75,600 per year. Pay is dependent on experience.