

# **WRIGHT RUNSTAD & COMPANY**

BELLEVUE PROPERTIES

## **POSITION TITLE**

Senior Engineer

## **ACCOUNTABLE TO**

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

## **BASIC DUTIES AND RESPONSIBILITIES**

### **Building Operations**

- Perform maintenance and repair of mechanical, electrical, plumbing and HVAC systems.
- Operate building systems to include computer-based HVAC/energy management software, fire alarms system devices, security card access/electronic locks and camera-recorded surveillance.
- Meet with tenants regarding equipment and leased 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 standard response time, using electronic equipment and software to record and complete each work order.
- Respond to after-hours on-call emergency situations and support engineering and security team on the phone or on site as needed.
- Willingness to complete work on overtime to maintain building operations as needed
- Ability to locate and report irregular operation, or performance of equipment.
- Implement procedures as directed by the Chief Engineer.
- Work with vendors to ensure building maintains code compliancy
- Manage the preventive maintenance program to ensure equipment is being serviced on schedule. Maintain appropriate record keeping through software system and scheduling of work with other engineer staff

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**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.
- Utilize EnergyStar along with building analytics systems to identify operational improvements

**SUPERVISION EXERCISED**

Work with Junior Engineers to instruct and/or supervise as needed. May be called upon to be engineering point of contact when neither Chief Engineer, nor Assistant Chief are available.

**EDUCATION AND EXPERIENCE**

- 7+ years of technical experience in commercial building maintenance.
- Knowledge and skills in the basic building trades.
- A current State of Washington 07 Specialty Electrician License.
- EPA-608 Universal refrigerant license required
- Additional specialty licensing and certification preferred (Boiler license, Certified Building Operator, Refrigeration Mechanic, etc.)
- A high school diploma or GED (trade school or 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.

## **WRIGHT RUNSTAD & COMPANY**

### **BELLEVUE PROPERTIES**

- 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 and pulling data reports.
- 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 accommodation 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 accommodation 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.

### **SALARY AND BENEFITS**

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

The salary range for this position is \$105,000 to \$115,000 per year, and the starting range is also \$105,000 to \$115,000 per year, depending on experience.