

**WRIGHT RUNSTAD & COMPANY
KING STREET CENTER**

POSITION TITLE

Building Engineer

ACCOUNTABLE TO

Chief Engineer

SCOPE OF RESPONSIBILITIES

Responsible for assisting in the effective, efficient, and continuous operation and improvement of all building mechanical and electrical systems, and other systems as necessary. Performs scheduled and unscheduled maintenance, projects, and repairs relating to the facility.

BASIC DUTIES AND RESPONSIBILITIES

- Performing and overseeing maintenance and repair of mechanical, electrical, plumbing and HVAC systems
- Operating building systems, including: computer-based HVAC/energy management, fire alarms, smoke detectors and speakers, security card access/electronic locks, and camera-recorded surveillance
- Training building staff in repairs and fire/life safety procedures
- Coordinating vendors and contractors related to maintenance and repairs
- Assisting in budget and time management
- Assist with the training of other engineering staff
- Maintaining positive tenant relations
- Responding to work order requests, using electronic equipment and software to log and close each order
- Responding to emergency situations (after-hours on-call)
- Locate and report irregular operation or performance of the equipment. Implement procedures as directed by the Chief Engineer
- Actively support programs on energy management
- Assist with managing the preventive maintenance program (Buildfolio) to ensure the equipment is being serviced on the appropriate schedule.

SUPERVISION EXERCISED

Will work with a Junior Engineer and Utility Technician and may be called upon to instruct and/ or supervise as needed.

BUILDING ENGINEER—KING STREET CENTER

Page Two

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge and skills in the basic building trades and standard contract process.
- Working knowledge of single- and three-phase power, plumbing systems, and Heating, Ventilation and Air Conditioning.
- 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.
- Ability to read and understand blueprints, identifying symbols and equipment.
- Ability to trouble-shoot and repair direct digital controls.
- Ability to utilize computer-generated data, and the internet for ordering parts and supplies.
- Knowledgeable in the safe use of small hand and power tools.
- A willingness to improve current skill level and develop expertise in new technical areas as required in particular buildings or circumstances.

EDUCATION AND EXPERIENCE

- 4+ years of technical experience with physical plant maintenance in a Class A office building
- Some supervisory experience is preferred
- A current State of Washington 07 Specialty Electrician License
- A high school diploma or GED (trade school or other vocational certification is preferred)
- Experience with Microsoft Office programs, including Excel, Word, and Outlook
- The willingness to respond to emergency situations at all times
- Excellent verbal and written communication skills

BUILDING ENGINEER—KING STREET CENTER

Page Three

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.