

BUILDING ENGINEER I

NATURE AND VARIETY OF WORK

This is skilled entry level mechanical and manual work in the inspection, maintenance, repair and operation of environmental systems in assigned County owned and leased buildings. An employee in this class regularly inspects the heating, cooling and ventilating systems making necessary adjustments and repairs for the proper functioning of the system. The employee in this class may lead the work of subordinate personnel.

Upon the satisfactory completion of the probationary period and the attainment of a Second (2nd) Class Stationary Engineer's License, incumbents may be promoted to the full performance II level of the Building Engineer class series.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans/schedules work activities to determine employee, equipment and material requirements, and the work methods to be used on a project.

Conducts thorough daily inspections making adjustments and repairs of assigned environmental systems; tests safety devices, checks controls, cooling coils, cooling towers, pumps, compressors, filters, and other related devices.

Investigates and resolves service requests/complaints generated from the building occupants/management/general public to ensure that valid and appropriate action is taken to correct the problem.

Performs preventative maintenance/repair on a variety of systems:
(a) heating/cooling/ventilating; (b) electrical (associated with environmental system); and (c) plumbing in order to ensure proper building operation according to departmental/manufacturers' plans and specifications.

Maintains accurate, complete, and retrievable records of man hours, equipment, and parts used, voucher payments and other pertinent information on a daily basis.

Confers/coordinates with engineers, contractors, inspectors to explain, clarify and resolve actual/potential problems relative to assigned heating and cooling systems.

May read, analyze and interpret engineering blueprints and plans in order to become familiar and knowledgeable about the nature, scope and details of boiler/HVAC maintenance and to determine compliance with established codes, standards and specifications.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the assembly, adjustment, repair or installation of heating, ventilating/cooling systems.

Knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of the tools, methods and practices used in maintaining heating/cooling/ventilating systems.

Ability to keep accurate and neat records.

Ability to maintain good working relationship with the public.

Ability to lead subordinate level staff.

MINIMUM QUALIFICATIONS

Graduation from high school, plus experience in the maintenance/ repair/installation of heating/cooling/ventilating systems; or any equivalent combination of education, training and experience which provide the required knowledges, skills and abilities.

CONDITIONS OF EMPLOYMENT

Possession of a Third (3rd) Class Stationary Engineer's License as established by the Maryland Department of Licensing and Regulation, Board of Examining Engineers.

Possession of a valid driver's license.

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