

BUILDING ENGINEER III

NATURE AND VARIETY OF WORK

This is lead/supervisory skilled mechanical work in the inspection, maintenance, repair and operation of the most complex environmental systems in assigned County owned and leased buildings. Incumbents coordinate or direct subordinate trade and labor personnel in the accomplishment of duties related to building operation in accordance with departmental policies, rules and regulations. Work is performed under the general supervision of higher level management positions.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Reads, analyzes, and interprets engineering blueprints/plans and specifications in order to become familiar and knowledgeable about the nature, scope, and details of boiler/HVAC maintenance ensuring compliance with established codes, standards and specifications.

Plans/schedules/directs the work activities of subordinate trade and labor personnel to determine employee, equipment, and material requirements and work methods necessary to follow a project from commencement to completion.

Establishes operating instructions, standards, rules and regulations for the various activities of the section to assure that structural compliance and quality standards are met, using the knowledge of the principles and practices of maintenance/repair/installation techniques.

Maintains accurate, complete, and retrievable records of the daily activities (i.e., man hours, equipment used, voucher payments, etc.) for possible inclusion in reports.

Confers/coordinates with engineers, contractors, inspectors and other agencies in order to explain, clarify and resolve actual/potential problems relative to building operation projects.

Constantly monitors the progress of outside contractors to ensure compliance or to initiate appropriate actions that will gain compliance with project engineering plans, specifications, policies and procedures.

Investigates service requests/complaints from the building occupants/management/general public to ensure that they are valid and resolved.

Conducts thorough inspections of assigned environmental systems to ensure proper operation, maintenance and safety of system.

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 and installation of heating/cooling/ventilating systems.

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

Knowledge of the tools, methods and practices used in maintaining environmental systems.

Ability to keep accurate and neat records.

Ability to maintain good working relationship with the public.

Ability to lead/supervise subordinate level staff.

MINIMUM QUALIFICATIONS

Graduation from high school plus experience in the maintenance/repair/installation of heating/cooling/ventilating systems with at least one (1) year at the lead/supervisory level; or any equivalent combination of education, training and experience which provide the required knowledges, skills and abilities.

CONDITIONS OF EMPLOYMENT

Possession of a First (1st) 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.

Willingness to respond to emergency service calls on a 24-hour basis.

CREATED: 10/88