

Job Announcement

Classification Title: Building Services Engineer

Position Title: Building Services Engineer

Location: California State University San Marcos Main Campus

Full/Part Time: Full Time

Regular/Temporary: Temporary

Full-time, temporary position with benefits ending on or before June 30, 2014. The position may continue beyond June 30, 2014, based on the availability of funds.

Exempt or Non-Exempt: Non-Exempt

Salary Range: \$4,659 - \$6,015/Month

Anticipated Hiring Range: \$4,659 - \$4,741/Month

OPENING DATE: August 13, 2013

Open Until Filled ~ First Review of Applications Will Begin August 29, 2013

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"JEANNE CLERY ACT AND CAMPUS FIRE SAFETY RIGHT-TO-KNOW LAW" NOTIFICATION - See Police Department's website located at: http://www.csusm.edu/police/clery_report.html .

PURPOSE OF POSITION:

Under general supervision, the position has varying responsibility for the independent and ongoing operation, maintenance, and repair of a wide range of heating, ventilating, plumbing, electrical, mechanical, refrigeration, air conditioning, water systems, and related building automation systems. The position also maintains services, inspects, and repairs the mechanical, electrical, electronic, and digital controls associated with these systems, as well as fire alarm systems. May perform duties under an alternate work schedule, i.e., swing shift.

MAJOR RESPONSIBILITIES:

| | <u>% of Time</u> |
|---|-------------------------|
| 1. Operates, maintains, repairs, and inspects systems | 35% |
| 2. Tests, adjusts, and calibrates systems | 45% |
| 3. Responds to service requests | 10% |
| 4. Prepares estimates, coordinates with trades, and performs other duties as assigned by supervisor | 10% |

LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:

1. Operates, maintains, repairs, and inspects systems
 - a. Operates, maintains, repairs, and inspects heating, ventilating, air conditioning, refrigeration and water systems and equipment
 - b. Makes emergency repairs to steam, natural gas, water, refrigerant, air, and oil distribution systems
 - c. Repairs and replaces bearings, shafts, seals, rings, and electrical wiring
 - d. Installs central system parts, gauges, valves, and pipes

- e. Tests, maintains, and operates emergency generators
2. Tests, adjusts, and calibrates systems
 - a. Tests, adjusts, and calibrates boiler and air conditioning machinery, mechanical, electrical, pneumatic, and/or microprocessor control instruments
 - b. Tests and chemically treats boiler, condenser, and cooling tower water and water from other systems
 - c. Regularly uses features of building automation systems to diagnose and troubleshoot problems in the HVAC while optimizing energy usage
 - d. Monitors building automation systems data and adjusts accordingly
3. Responds to service requests
 - a. Adjusts airflow, temperature, and humidity balances for individual rooms, building areas, or buildings
 - b. Troubleshoots basic elevator problems
 - c. Maintains logs of maintenance and repairs using manual and computerized record-keeping systems
4. Prepares estimates, coordinates with trades, and performs other duties as assigned by supervisor
 - a. May instruct and lead semi-skilled or unskilled assistants
 - b. Interfaces and teams with trades for various projects and repairs
 - c. May rotate through various shift assignments at stations either in a central plant or in the utilities centers of individual buildings or campus centers for the operation, service, and repair of low, medium or high-speed revolution cogeneration equipment

MINIMUM QUALIFICATIONS:

1. List education and experience required
 - Two years of journey-level experience in the operation, maintenance, and repair of boiler, chiller, cogeneration, heating, ventilating, refrigeration, and air conditioning equipment and systems, or the equivalent combination of formal course work in mechanical technology and hands-on experience.
2. Preferences
 - Completion of a related certificate or other vocational training preferred
 - Experience in an academic setting preferred
3. Does this position require any special certifications or licenses? Yes
 - Valid driver's license
 - Must successfully meet and pass a pre-employment medical examination and drug screen

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION:

- Ability to work an alternate work schedule, i.e., swing shift
- Thorough knowledge of high and low pressure boilers
- Thorough knowledge of heating, pneumatic, ventilating, air conditioning, refrigeration, and other mechanical equipment
- Thorough knowledge of the methods, tools, and materials used in the operation, maintenance, and repair of such equipment
- General knowledge of ventilation principles, thermal dynamics, and closed water systems
- General knowledge of elevators
- Working knowledge of energy management systems, including the ability to understand use systems
- Ability to install, operate, and repair HVAC equipment and systems
- Skill equivalent to journey-level in one or more related trades such as plumbing, pipe fitting, electrical, or air conditioning
- Ability to read, interpret, and work from blueprints, plans, drawings, and specifications

- Ability to make rough sketches
- Ability to estimate cost, time, and materials of mechanical work
- Ability to maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems
- Ability to prepare standard reports
- Ability to provide instruction to unskilled and semi-skilled assistants
- Ability to analyze and respond appropriately to emergency situations
- Ability to read and write at a level appropriate to the position
- Ability to perform arithmetic calculations as required by the position

MACHINES, TOOLS, EQUIPMENT, AND MOTOR VEHICLES USED IN THE PERFORMANCE OF THE DUTIES:

- Computers necessary to operate building automation systems and the work management system for work order and timecard reporting
- Various power equipment
- Welding and soldering equipment
- Man lifts and forklifts

UNIQUE WORKING CONDITIONS:

- Regular work schedule for this position is Monday thru Friday 3:00pm to 11:30pm.
- Overtime, alternative work shifts, shift differential, and call back.
- Extended periods of standing, stooping, and reaching to maintain equipment.
- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- This position is subject to a criminal background check based on meeting the following criteria: Possession of building master or sub-master key with access to residences and certain other facilities.