



# DEDICATED BUILDING ENGINEER

**Job Title:** Dedicated Building Engineer  
**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Revised:** September 2021

The Dedicated Building Engineer performs general maintenance and repair of equipment and buildings in such trades as HVAC, Electrical and Plumbing. Work shall include preventive maintenance and repair on all building systems.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs troubleshooting, repair and preventative maintenance of energy management and electrical systems
- Provides monitoring of facility operating systems using available Building Automation Systems
- Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work
- Maintain Mechanical/Electrical rooms and associated equipment in a clean/orderly condition
- Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, repairing pipes, fittings and fixtures of water, and drainage systems
- Assembles and installs valves, pipefittings, and pipes
- Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source
- Observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap- and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners
- Executes testing of life systems, emergency power systems water treatment, elevators and other systems as required
- Executes the quality assurance program that directs and controls quality, training, safety, and in particular continuous quality improvement
- Identifies areas of possible process failures before they happen, if failures do occur, initiates immediate corrective action and long term solutions
- Operates, monitors, maintains and repairs the facility's HVAC, steam, chilled water, sanitary-domestic water
- Addresses current environmental issues and concerns relating to IAQ, UST, lead, radon, asbestos, and Legionella prevention
- Performs variable air volume boxes repair and preventative maintenance
- HVAC unit trouble shooting repairs, minor air and water balancing, refrigerant recovery using refrigerant gauges, refrigerant system trouble shooting
- Performs preventative maintenance and service calls as required during shift
- Performs other duties as assigned

## SUPERVISORY RESPONSIBILITIES

The Dedicated Building Engineer is not a supervisory role.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and/or EXPERIENCE

- Have an Active or recently Active Secret level DOD Security Clearance
- Possess at least one of the following state-issued licenses in good standing:
  - Journeyman HVAC License
  - Journeyman Electrician License
  - Building Engineer License
- Maintain their state-issued license(s) in good standing at all times
- Possess at least five (5) years of directly relevant work experience that was obtained during the period in which they possessed one or more of the above licenses

## COMPETENCIES

- Ability to prioritize work requests and orders according to departmental needs
- Ability to work well with your hands and think quickly in emergency situations
- Strong communication skills, both written and verbal
- Working understanding of Microsoft Office Suite
- Ability to work with large amounts of data
- Excellent organizational skills
- Excellent time management skills
- Ability to work independently or as part of a team
- Strong attention to detail
- Proactive approach to problem solving
- Flexibility in a fast paced environment
- Ability and willingness to follow instructions
- Ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy
- Ability to assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Ability to provide prompt, efficient and responsive service
- Ability to exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations

## 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. Tasks involve physical effort, i.e. frequent standing and walking, or frequent light lifting (up to 50 lb.); manual dexterity in the use of fingers, limbs, or body in the operation of and equipment. Occasionally required to climb, balance, stoop, kneel or crawl. Tasks may involve extended periods of time while standing.
- Extended period of standing or walking.
- Task requires:
  - Sound perception and discrimination
  - Visual perception and discrimination
  - Oral communications ability.
- The job will require up to 25% regional travel.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The tasks will generally be performed in an environment that is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. There is occasional exposure to high, precarious places; extreme cold and extreme heat. The noise level in the work environment is usually loud.

## DISABILITY SPECIFICATIONS

Spectrum Management will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

To Apply: Please fill out our online application or submit a cover letter and Resume to [HR@smusa.us](mailto:HR@smusa.us).

*Spectrum Management is an Equal Opportunity/Affirmative Action Employer.  
Women and members of minority groups encouraged to apply.*