### Lead Building Service Engineer

**PD No.:** PD-3838

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#### POSITION INFORMATION

<table>
<thead>
<tr>
<th>Type of Action Requested:*</th>
<th>Replacement</th>
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</thead>
<tbody>
<tr>
<td>Internal Team:*</td>
<td>SL-FacMgmt-Engineering Services - 128006</td>
</tr>
<tr>
<td>Job Code/Employee Classification:*</td>
<td>Lead Building Service Engineer</td>
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</tbody>
</table>

**Job Code:** 6707

**Classification Title:** Lead Building Service Engineer

**MPP Job Code:** Lead Building Service Engineer

**Position Number:** Position no: SL-00009986

**CSU Working Title:** Lead Building Service Engineer

**Salary Range/Grade:** 6707-RANGE A-Grade-1
- **Minimum:** $ 6,034.00
- **Maximum:** $ 7,651.00
- **Pay Frequency:**

**Reports To:** Sprvsng Building Svc Engrn

**Campus:** San Luis Obispo

**Division:** Administration and Finance

**College/Program:** Facilities Management and Dev

**Department:** FacMgmt-Engineering Services - 128006

**FLSA Status:** Non-Exempt

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#### POSITION DESIGNATION

**Mandated Reporter:**
- Limited - The person holding this position is considered a limited 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, revised July 21, 2017.

**Conflict of Interest:** None

**NCAA:**
- [ ] Yes
- [x] No

**Is this a Sensitive Position?:**
- [ ] Yes
- [x] No

**Job Summary/Basic Function:**

Under general supervision, the Lead Building Service Engineer (Lead BSE) works with and provides lead work direction to a small group or crew of skilled and semi-skilled workers involved in the installation, operation, preventive maintenance and repair of mechanical systems related to heating, ventilating, air conditioning (HVAC), refrigeration, energy management, electronic controls, power, water and sewer systems and equipment as related to HVAC and/or mechanical systems throughout campus. The Lead BSE is distinguished by the additional responsibilities of providing lead work direction to multiple and diverse journey-level crafts workers and semi-skilled assistants, laying out and coordinating the work flow for jobs, and preparing materials lists and ordering supplies for jobs. The Lead BSE spends the majority of time working as a Building Service Engineer or in a related HVAC trade while performing lead work coordination and project planning responsibilities for a work crew and typically is not overseeing the work of multiple crews. Additionally the Lead BSE will support the Shop Supervisor in monitoring shop assigned maintenance, chargeback, and project work task volume and backlog and monitoring various IWMS shop metrics and providing solution input for improvement.
Minimum Qualifications:* Two or more years of journey-level experience in the operation, maintenance and repair of boiler, heating, ventilating, refrigeration and air conditioning equipment and systems OR the equivalent combination of formal course work in mechanical technology and hands-on experience AND two years of experience as a journey-level Building Service Engineer that included some work or project coordination responsibilities.

Required Qualifications:

- Thorough knowledge of high and low pressure boilers, and heating, pneumatic, ventilating, air conditioning, refrigeration and other mechanical equipment as well as knowledge of ventilation principles, thermal dynamics, and closed water systems.
- Demonstrated experience in the installation, operation, and repair of HVAC equipment and systems.
- Working knowledge of effective supervisory practices and techniques including the ability to lead, instruct and coordinate the work of a small group or crew of skilled and semi-skilled workers.
- Working knowledge of project sequencing, and ability to prepare materials lists and ensure work is performed in sequence.
- Thorough knowledge of the applicable state and federal safety codes and regulations pertaining to mechanical and HVAC systems.
- Ability to inspect and assess work to ensure it meets requirements and specifications.
- Working knowledge of computerized maintenance and building automation systems.
- Ability to read, interpret and work from blueprints, plans, drawings, and specifications, and make rough sketches.
- Ability to accurately estimate cost, time and materials needed for jobs and projects.
- Ability to effectively and accurately maintain records, retrieve data and prepare standard reports using manual and/or computerized record-keeping systems.
- Ability to analyze and respond appropriately to emergency situations.
- Thorough knowledge of English grammar, spelling and punctuation and the ability to read, write and perform arithmetic functions at a level appropriate to the position.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems, and internet as well as online calendaring and email.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Ability to demonstrate professionalism in entering occupied areas including student residential halls, faculty and staff offices and other university space.

Preferred Qualifications:

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience performing boiler emissions testing and reporting.

Special Conditions:

- This position may require the ability to obtain AHERA Supervisor certification for asbestos related work and Cal/OSHA Lead training.
- Ability to work in and around confined spaces; perform heavy lifting up to 75 lbs.; and squat, kneel and crawl.
- Ability to work around high and low temperature (350 to -40 degrees) equipment and high and low temperature (140 to -40 degrees) areas for short period of time.
- Ability to wear respiratory protection. A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.
- Ability to work around large and noisy equipment with many moving parts.
- Ability to work at heights, including bucket trucks or other high lift equipment.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- 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 Revised July 21, 2017 as a condition of employment.
- Must be able to successfully pass a pre-employment background check.
- This position classification has been defined as "Non Exempt" and is therefore subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

- Possession of a valid driver’s license or the ability to obtain by date of hire.

Supervises Employees:*

- Yes
- No
## Job Duties

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
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</table>
| 90        | • Operate, maintain, repair, perform corrective and preventive maintenance, and inspect heating, ventilation, air conditioning, refrigeration, and water systems and equipment.  
• Test, adjust and calibrate boiler and air conditioning machinery and mechanical, electrical, pneumatic and/or microprocessor control systems.  
• Test and chemically treat boiler, condenser, and cooling tower water and water from other systems.  
• Maintain, inspect, diagnose and make emergency repairs to steam, natural gas, water, refrigerant, air and oil distribution systems.  
• Prioritize and coordinate the work of a small work group or crew including providing direction for work sequencing and technical expertise and leadership.  
• Estimate cost, time and materials for project and ensure necessary materials, supplies, and equipment are available to complete assigned work order and perform preventive maintenance.  
• Perform all work in accordance with established safety procedures including instructing staff on work and safety rules and ensuring that they are observed.  
• Inspect work to ensure it meets quality requirements and specifications.  
• Provide input on performance evaluations.  
• Establish and maintain effective working relationships.  
• Use building automation systems to monitor data, make system adjustments, and diagnose and troubleshoot problems in the HVAC systems while optimizing energy usage.  
• Participate in the maintenance and operations of applicable heating and air conditioning systems and equipment.  
• Participate in the maintenance and operations of the shop including cleaning, maintaining and servicing of tools and equipment used in the performance of duties.  
• Maintain records, retrieve data and prepare standard reports related to work performed using manual and/or computerized record-keeping systems, and/or maintenance management systems.  
• Consult, coordinate and work with other trades workers and provide instruction and lead work direction to unskilled and semi-skilled assistants. Instruct staff on work safety rules and ensure that they are observed. | Essential |
| 10        | • Perform other job-related duties and special projects as assigned.  
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments. | Marginal |