

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and under general supervision of the Facilities Operations Manager, with additional lead work direction provided from other members of the Facilities Management team, and the Supervising Building Service Engineer, the Building Service Engineer (BSE) performs maintenance and repair work on a range of heating, ventilating, plumbing, electrical, mechanical, refrigeration, air conditioning, and water systems needed in support of daily operations and special events at Sonoma State University. The incumbent ensures all heat, ventilation and air conditioning, fire notification, emergency and elevator systems are fully operational; and meet all applicable code requirements. The BSE provides a safe, fully functioning environment in a fiscally responsible manner for the university.

Major Duties: Major duties of the position include, but are not limited to, the following: operates, maintains, repairs and inspects heating, ventilating, air conditioning, refrigeration and water systems and equipment; tests, adjusts, and calibrates boiler and air conditioning machinery and mechanical, electrical, pneumatic, and/or microprocessor control instruments; tests and chemically treats boiler, condenser, and cooling tower water and water from other systems; maintains, inspects, diagnoses and makes emergency repairs to steam, natural gas, water, refrigerant, air and oil distribution systems; regularly use features of building automation systems to diagnose and troubleshoot problems in the HVAC systems while optimizing energy usage; monitors building automation systems data and adjusts system accordingly; responds to service requests to adjust air flow, temperature and humidity balances for individual rooms, building areas or buildings; maintains swimming pools; maintains logs of maintenance and repairs using manual and computerized record-keeping systems; and may instruct and lead semi-skilled or unskilled assistants. The incumbent also repairs and replaces bearings, shafts, seals, rings and electrical wiring and installs central system parts, gauges, valves and pipes.

The incumbent is responsible for responding to "trouble calls" of all campus utility systems including complaints of air and water temperatures, pressure, quality and other environmental conditions; documenting all needed events and actions in the operational logbook for use at later dates and utilizing after-hours callback procedures to solve problems after normal business hours; and operating assigned systems in an energy efficient manner with the primary focus on safety and service to the customer.

Additionally, the incumbent 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.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Sonoma State University consists of over 2 million square feet of building space of various construction types and ages. The BSE works in a variety of specialized environments, mechanical rooms, crawl spaces, attics, basements and outdoor venues. The environment can be cold, hot, noisy, and the incumbent may need to work off ladders, or in high places. The environment around machinery has the ability to be dangerous if not worked around properly with all the safety features in place.

Duties will primarily take place in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any

request for overtime will be specified and pre-approved by Appropriate Administrator. Evening, weekend, early mornings, holidays, and other non-standard times may be required and will be specified only by the appropriate administrator to meet operational needs, including the University's commencement weekend, which is regularly scheduled in May. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 2-3 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 75 lbs in weight.

Minimum Qualifications: This position requires two years of journey-level experience in the operation, maintenance, and repair of boiler, heating, ventilating, refrigeration, and air conditioning equipment systems or the equivalent combination of formal course work in mechanical / electrical controls technology with hands-on experience. On-site engineer for performances and events with the ability to work in a performing arts setting with a diverse variety of performers, campus departments, and their requests is preferred. Beginning proficiency with computers and Microsoft Office (Word, Excel) required. Knowledge of Google Suite, computerized work control system, building control systems and PeopleSoft preferred. The incumbent must successfully complete a pre-placement exam and must possess and/or obtain and thereafter maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate.

The incumbent must possess thorough knowledge of high and low pressure boilers, and 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; working knowledge of energy management systems including the ability to understand and use system features; and a general knowledge of the applicable state and federal safety codes and regulations pertaining to mechanical and HVAC systems. The incumbent must be able to install, operate and repair HVAC equipment and systems; demonstrate a high degree of mechanical skill equivalent to journey-level in one or more related trades such as plumbing, pipe fitting, electrical, or air conditioning; read, interpret and work from plans, drawings and specifications; make rough sketches; estimate cost, time and materials of mechanical work; maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems; prepare standard reports; provide instruction to unskilled and semi-skilled assistants; analyze and respond appropriately to emergency situations; read and write at a level appropriate to the position; and perform arithmetic calculations as required by the position.

The incumbent must possess good customer service skills; strong interpersonal skills; the ability to work effectively in a team environment or as an individual; to accept constructive feedback; effectively communicate with all levels within the university; establish and maintain productive and effective, inclusive working relationships with faculty, staff, students and other campus and community constituents; ability to prioritize and perform work effectively; and the ability to meet deadlines. Must be committed to high standards of safety and be willing and able to comply with all safety laws and all of the university's safety policies and rules. Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.