



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Building Service Engineer Work Direction Given By: Supervising Building Service Eng
 (Lead)
 Department: Facilities Management & Services Reports To Title: Central Plant Manager
 (Appropriate Administrator)
 Division: Business & Finance College (if applicable): _____
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? No

Classification Title: Building Service Engineer Job Code: 6702
 Position Number: 00001278 Level/Range/Grade: 1
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R06-Skilled Crafts SETC

B. POSITION PURPOSE

Working independently, under general supervision, Building Service Engineers perform maintenance and repair work on a wide range of heating, ventilating, plumbing, electrical, and mechanical, refrigeration, air conditioning, water systems and auxiliary equipment. Incumbent will operate, test, adjust, and calibrate, boiler, air conditioning machinery, mechanical, electrical, pneumatic, and/or microprocessor control instruments. Building Service Engineers monitor building systems data, adjust systems accordingly and respond to service requests to adjust airflow, temperature and humidity balances for individual rooms, building areas or buildings. The duties include testing and chemically treating boiler, condenser, and cooling tower water and water from other systems, as well as maintenance, inspection, diagnoses and emergency repairs for systems. Building Service Engineers may need to solder, braze or weld pipe in underground vaults or in mechanical rooms. Incumbent will regularly use features of building automation systems to diagnose and troubleshoot problems in the HVAC systems and adjust to optimize energy conservation, and may maintain logs of maintenance and repairs, using manual and computerized record-keeping systems, and provide instruction and/or work with semi-skilled or unskilled assistants. Duties also include swimming pool maintenance, and work on bearings, shafts, seals, rings and electrical wiring and installation of central system parts, gages, valves and pipes. This position requires the application of journey-level skills in one or more of the applicable trades. Incumbents are expected to rotate through various shift assignments at the central plant to fill in for Operating Engineers on a relief basis as needed.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines.

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

Throughout employment in this position incumbent must maintain a valid California Driver's License as well as continued completion and compliance of the CSU Defensive Driver's Training course.

The successful candidate might be required to pass a post-hire respiratory Medical Evaluation.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No _____

List Functional Category with Responsibilities:

% of Time	Priority Weight
-----------	-----------------

38%	
-----	--

BOILER/WATER SYSTEMS:

- * Perform journey-level routine and emergency maintenance, repair, installation, and inspection of:
- ** High and low pressure steam generating equipment - inclusive of steam boilers, feed water pumps, distribution piping, fittings, traps, strainers, check valves, pressure reducing valves, safety valves, heat exchangers, expansion systems, condensate return systems and water treatment.
- ** Hot water boilers, pumps, piping, valving, air bleeds and coils.
- ** Chilled water systems and equipment, distribution piping and fittings, strainers check valves pressure differential controls, chilled water closed loop piping, valving, air bleeds and coils.
- ** Maintain Pool equipment and test pool water, and perform related mechanical work.

38%	
-----	--

HVAC SYSTEMS:

- * Perform journey-level routine and non-routine maintenance, repair, installation, and inspection of:
- ** Entire building HVAC systems and auxiliary equipment.
- ** Air handlers, mixing boxes, dampers, filters, exhaust fans and ductwork.
- ** Air compressors and auxiliary equipment.
- ** Related electrical, plumbing, mechanical parts.

19%	
-----	--

GENERAL SYSTEMS/EQUIPMENT:

- * Perform journey-level routine and non-routine maintenance, repair, installation, and adjustment on campus electric, electronic, pneumatic and digital control systems, such as:
- ** Variable speed drives.
- ** Change damper motors pneumatic and electric.
- ** Replace and calibrate thermostats pneumatic and electric.
- * Monitor, troubleshoot and adjust building automation control systems.
- * Use building automation control system to optimize energy usage in the HVAC systems.

5%	
----	--

ROUTINE DUTIES:

- * As needed perform the following:
- ** 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 and prepare standard reports.
- ** Provide instruction and/or work with unskilled and semi-skilled assistants.
- * Attend required training and safety meetings.
- * Perform other duties as assigned.

Total should equal 100% Time and 100 Weight

Total

100%	0
------	---

D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.

10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

Thorough knowledge of:

High and low pressure boilers, and heating, pneumatic, ventilating, air conditioning, refrigeration and other mechanical equipment.

The methods, tools and materials used in the operation, maintenance and repair of such equipment.

Working knowledge of energy management systems including the ability to understand and use system features.

General knowledge of:

Electricity, plumbing, pipe fitting related to HVAC and air & water balance.

The applicable state and federal safety codes and regulations pertaining to mechanical and HVAC systems.

Ventilation principles, thermal dynamics, and closed water systems.

SKILLS:

Incumbent must possess:

A high degree of mechanical skill equivalent to journey-level, in one or more related trades such as HVAC, Plumbing, Electrical, Mechanical, etc.

ABILITIES:

Incumbent must be able to:

Understand and use system features of energy management systems.

Install, operate and repair HVAC equipment and systems.

Read, interpret and work from blueprints, 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 and prepare standard reports.

Provide instruction to unskilled and semi-skilled staff and student assistants.

Analyze and respond appropriately to emergency situations.

Read and write at a level appropriate to the position.

Perform arithmetic calculations as required by the position.

2. Education and/or Experience

Experience:

These abilities would typically be acquired through two 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.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. Employee will climb and work on ladders as part of normal work; lift, move and install equipment (up to 50 lbs) and identify and distinguish colors. Work in confined spaces and above ceilings and may be exposed to excessive noise. Employee will walk/travel across campus to other buildings on and off campus. May require flexible hours as needed to respond to work emergency repairs. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Incumbents will work in a centralized plant or in buildings across campus. Position requires work in outdoor and indoor areas that are not air conditioned. Work areas include loud equipment, noise and dusty conditions. Roof top and confined space locations are part of the normal work environment. Position will work with boiler and cooling tower chemicals. Employees working with hazardous materials shall receive training in hazardous materials management procedures, which includes emergency information, spill response procedures, hazard communication, and storage, handling and labeling procedures. Annual training shall be required for all employees working with hazardous materials. Work hours will be day shift Monday through Friday with after hours emergency work as needed. Additionally, incumbents may rotate through various shift assignments at the central plant to fill in for Operating Engineers on a relief basis as needed. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____