



Office of Human Resources
Building Engineer Lead - CJ2733
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General Statement of Duties

Performs regularly assigned lead work over staff responsible for the daily operation, maintenance, preventative maintenance and repairs for a City facility, including utilizing automated control systems to monitor, adjust and control various electrical and mechanical building systems.

Distinguishing Characteristics

This class is distinguished from the Building Engineer class that performs full performance work in the daily operation, maintenance, preventative maintenance and repairs for a City facility, including utilizing automated control systems to monitor, adjust and control various electrical and mechanical building systems. It is also distinguished from the Multiple Trades Supervisor class that supervises multiple skilled trades workers in the operation, maintenance, and repair of City facilities and equipment.

Level of Supervision Exercised

Performs lead work over assigned staff.

Essential Duties

Performs permanently assigned lead work over staff responsible for the daily operation of, and periodic preventative maintenance on, a facility's mechanical, electrical, HVAC, and plumbing systems; including air handling units, domestic cool and hot water systems, heating and chill water systems, sump and sewage systems, diesel generators, fuel management, and fire protection, pump and detection systems.

Evaluates and recommends equipment and service upgrades.

Coordinates maintenance efforts with outside contractors and technicians for contracted work.

Coordinates contractor, tenant and management approvals for work orders that require the use of an outside contractor.

Assist supervisors and managers in planning and controlling annual budgets.

Assists in the training of employees.

Develops or modifies work plans, methods, and procedures, determines work priorities, develops work schedules to provide adequate staff coverage, and assigns and reviews work.

Resolves problems and determines appropriate solutions.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor, including documenting situations that may be cause for disciplinary action.

By position, participates in snow removal duties.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of engineering concepts, principles, and practices, and of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.

Knowledge of principles and methods for operating industrial equipment.

Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Knowledge of developing, producing, understanding, and using plans, blueprints, models, and maps, including the use of tools and instruments to produce precision technical drawings.

Knowledge of electrical equipment, components, instruments, and burglar and fire alarm systems including installation, testing, uses, repair, and maintenance.

Knowledge of electronic theory, circuits, components, and material properties (excluding computers).

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Four (4) years experience in building operations, engineering and equipment and systems maintenance including experience with Building Automation Systems (BAS).

Education & Experience Equivalency

Completion of College or Technical School coursework in Building Operator Program, Engineering Technical Training or a professional designation in facility management may substitute for one year of the required experience.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

Requires either a valid journey certificate of qualification as required in trades specialty issued by the City and County of Denver or a valid journey license issued by the State of Colorado as required in trade specialty required at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust

Potential exposure to extreme temperature changes

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health

Potential exposure to hazardous/toxic chemicals

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat

Potential exposure to heat temperatures, hot enough to cause bodily discomfort

Potential exposure to hot and humid work environment

Potential exposure to humid conditions with high moisture content to cause bodily reactions

Potential exposure to infection from disease-bearing specimens.

Potential exposure to infections and contagious diseases

Potential exposure to odorous chemicals

Potential exposure to the risk of blood borne diseases.

Potential exposure to temperature changes: variations in temperature from hot too cold

Potential exposure to toxic chemicals.

Potential exposure to unpleasant elements (accidents, injuries, and illness).

Extreme cold conditions

Handles emergency or crisis situations

Noise sufficient to cause distraction or possible hearing loss

Personal Safety: aware of surroundings, people, and events

Pressure due to multiple calls and inquiries

Subject to burns and cuts

Subject to electrical and radiant energy hazards

Subject to hazards of flammable or explosive gases

Subject to injury from moving parts of equipment or vehicles

Subject to precarious or high locations

Subject to pressure for multiple calls, inquiries, and interruptions

Subject to varying and unpredictable situations

Subject to vibrations and strain on the body to cause bodily harm if endured daily
 Temperature Changes: variations in temperature from hot too cold.
 Temperature Changes: variations in temperatures from hot too cold when works in field
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage
 Works in confined, uncomfortable or awkward locations
 Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object, usually by hand, arm, or shoulder.
 Climbing: ascending or descending objects usually with hands/feet.
 Color vision: ability to distinguish and identify different colors.
 Crawling: moving about on hands and knees or hands and feet.
 Crouching: bending body downward and forward by bending legs.
 Depth Perception: ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: performing work through the use of two or more.
 Feeling: perceiving attributes of objects by means of skin receptors.
 Feeling: perceiving attributes of objects by means of spoken word.
 Field of Vision: ability to adjust vision to bring objects into focus.
 Field of Vision: ability to see peripherally.
 Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
 Fingering: picking, pinching, or otherwise working with fingers.
 Handling: seizing, holding, grasping, or otherwise working with hand(s).
 Handling: seizing, holding, grasping, or otherwise working with fingers.
 Hazards: conditions where there is danger to life, body and/or health.
 Hearing/Talking: hear and determine direction of sound.
 Hearing: perceiving the nature of sound by the ear.
 Kneeling: bending legs to come to rest on one or both knees.
 Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
 Mathematical reasoning:
 Memorization:
 Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
 Neck Flexion: moving neck upward/downward.
 Oral comprehension:
 Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
 Pulling: exerting force upon an object so that it is moving to the person.
 Pushing: exerting force upon an object so that it is moving to the person.
 Reaching: extending the hand(s) and arms(s) in any direction.
 Repetitive motions: making frequent movements with a part of the body.
 Sitting: remaining in the normal seated position.
 Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
 Standing: remaining on one's feet in an upward position.
 Stooping: bending the body by bending the spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far Acuity: ability to see clearly at 20 feet or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension.

Background Check Requirement

Criminal Check

Employment Verification

Certificate Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-621

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: