



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.

### 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).

### Level of Supervision Exercised

Performs lead work over assigned staff.

### 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: Ability to move quickly and easily.  
 Balancing: Maintaining equilibrium.  
 Carrying: Transporting or moving an object.  
 Climbing/Balancing: Ascending walls, fences, and other obstacles and maintaining equilibrium.  
 Climbing: Ascending or descending an object or ladder.  
 Color vision: Ability to distinguish and identify different colors.  
 Crawling: Moving about in a low or crouched position.  
 Crouching: Positioning body downward and forward.  
 Depth Perception: Ability to judge distances and space relationships.  
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
 Field of Vision: Ability to sharply detect or perceive objects peripherally.  
 Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.  
 Fingering: Picking and pinching, through use of fingers or otherwise.  
 Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
 Hazards: Conditions where there is danger to life, body and/or health.  
 Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.  
 Hearing: Perceiving and comprehending the nature and direction of sounds.  
 Kneeling: Assuming a lowered position.  
 Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
 Neck Flexion: Perceiving objects located above or below.  
 Oral Comprehension: Ability to discern the meaning of oral speech.  
 Physical Strength: Exerts force to transport objects of 50 pounds or more.  
 Pulling: Exerting force upon an object so that it is moving to the person.  
 Pushing: Exerting force upon on object so that it moves away from the person.  
 Reaching: Extending the hands and arms or other device in any direction.  
 Repetitive motions: Making frequent or continuous movements.  
 Sitting: Remaining in a stationary position.  
 Stamina: Ability to work over long periods of time without tiring.  
 Standing/Walking: Moving from area to area and public contact.  
 Standing: Remaining in a stationary position.  
 Stooping: Positioning oneself low to the ground.  
 Talking: Communicating ideas or exchanging information.  
 Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
 Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
 Vision: Ability to perceive animal behavior, comprehend signs, and detect color.  
 Walking: Ability to move or traverse from one location to another.

**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:**