



Position Information

Employee Name:

Position Title:

Supervising Chief Engineer

Program:

Workplace Experience

Work Unit:

Engineering

Classification:

Chief Engineer II

Report To:

Chief of Plant Operations III

Collective Bargaining Identifier (CBID):

S13

Fair Labor Standards Act (FLSA) Status:

Covered, Work Week Group 2

Special Requirements

Conflict of Interest Designation: Yes

This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.

Program Information:

Workplace Experience ensures State Fund's buildings and operations are in compliance with regulatory codes and industry guidelines.

Purpose/Scope:

Under direction of the Chief of Plant Operations III, the Chief Engineer II is responsible for the direct supervision, instruction and training of Stationary Engineer(s) and other trade classifications in the maintenance, operation, repair of heating, ventilation, air conditioning, refrigeration, electrical, mechanical, plumbing, building controls, water treatment and Fire/Life safety systems and other mechanical systems throughout the facility. As well as knowledge of the company and union policies.

- Recruit, hire, train, develop, appraise, and discipline subordinate staff, according to corporate policies and civil service laws, regulations, policies, and procedures. Maintain adequate staffing levels to perform assigned functions.
- Ensure compliance with safety standards for engineering and maintenance functions. Secure materials and parts needed to provide building services.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

30% Essential

- 1. Maintain building systems (mechanical, structural, life safety, and building control systems) according to established time frames.**
 - a. Coordinate quarterly inspections of mechanical and life safety systems with vendor and take corrective actions to remedy discrepancies.
 - b. Maintain building equipment per approved schedule
 - c. Initiate corrective action on any major mechanical breakdown. Inform Chief of Plant Operations and Property Manager of the action plan immediately.
 - d. Maintain, update, and make changes on Building Control System. Inform Chief of Plant Operations and Property Manager of any planned changes.
 - e. Participate as a member of the Joint Emergency Preparedness Committee.
 - f. Respond to tenant inquiries.
 - g. Take timely action on all building repair work orders.
 - h. Actively monitor and address complaints regarding air conditioning from tenant programs.

30% Essential

- 2. Supports the implementation and documentation of building work and maintenance.**
 - a. Manage work/task needs to execute administrative building support.
 - b. Prepare requisitions including proposals for supplies, parts and additional labor necessary for the repair and maintenance of the facilities heating, ventilation, air conditioning, water lines and gas lines, electrical, controls, building automation, energy management, fire, life & safety and other facility related systems.
 - c. Oversee and inspect the work performed by outside contractors.
 - d. Schedule and maintain preventative maintenance, work orders and contractors.
 - e. Provide assistance in the preparation of contracts, including proposals related to the operations and maintenance of the facility.
 - f. Prepare reports related to equipment operation, maintenance of the facility, and service and maintenance record keeping.
 - g. Determine supplies, products, tools and equipment needed for staff to perform their maintenance assignments.

20% Essential

- 3. Recruit, hire, train, develop, appraise, and discipline subordinate staff, according to corporate policies and procedures and civil service laws, regulations, policies, and procedures. Maintain adequate staffing levels to perform assigned functions.**
- a. Recruit and hire subordinate staff.
 - a. Begin the hiring process upon knowledge of a vacancy.
 - b. Recruit and interview in a fair and impartial manner, and in accordance with State civil service and State Fund policies and procedures for hiring.
 - c. Keep Chief of Plant Operations apprised of vacancies in the unit and efforts to fill.
 - d. Participate in job fairs, testing, and interview panels.
 - b. Job descriptions
 - a. Regularly review job descriptions for staff and update as changes occur in workflow and responsibilities. Discuss revised job descriptions with staff.
 - b. Discuss job descriptions with new hires.
 - c. Training and development
 - a. Develop, coordinate, and participate in entry-level training for newly hired staff.
 - b. Review and monitor training to ensure staff receive instruction and coaching to proficiently perform assigned responsibilities in compliance with corporate policies and procedures.
 - c. Coordinate training and career development as part of the appraisal process, and in consultation with the Chief of Plant Operations and Property Manager. Offer Individual Development Plans.
 - d. Ensure staff comply with all mandatory training and reporting requirements.
 - e. Ensure that all staff are compliant with all governance and compliance issues throughout the year.
 - f. Enforce State Fund's Code of Conduct.
 - d. Appraise and discipline staff
 - a. Provide timely probationary and annual performance appraisals.
 - b. Provide feedback, training, and discipline as necessary and appropriate to improve performance or correct performance deficiencies.
 - Document and follow-up on all employee performance deficiencies or other personnel issues.
 - Approve/deny merit salary increases.
 - Keep Chief of Plant Operations apprised.
 - e. Communicate relevant information to staff timely and accurately
 - a. Hold regular meetings with direct report staff, at least monthly.
 - b. Meet with entire staff/location: at least annually.
 - c. Share feedback up, down, and across levels of the organization.
 - f. Ensure staff does not exceed 640 hours of accumulated (Annual Leave or Vacation); in accordance with the Excess Hours Reduction initiative.
 - g. Respond to grievances and complaints as needed.
 - h. Ensure personnel safety.
 - a. Maintain safe working environment, according to corporate safety policies and procedures and applicable laws.
 - b. Take immediate and appropriate action when notified of any unsafe condition, potential threat to employee safety and health, or ergonomic need.
 - c. Report work injuries or accidents immediately. All reporting forms will be completed in compliance with State Fund policies and procedures.
 - d. Ensure that assigned and unit equipment is operated in a safe manner and maintained in good working order.
 - i. Maintain adequate coverage for assigned functions diligently by establishing and/or modifying work schedules for all subordinate positions.
 - j. Coordinate all overtime work performed by subordinates. Review and approve time sheets, requests for time off, and overtime.

- k. Respond timely to 24-hour and other emergency callbacks to the building per management request or dispatch off-duty personnel upon confirmation of availability. Maintain communication until situation is resolved. May be directed to respond to other State Fund owned or leased locations for emergencies.

10% Essential

4. Coordinate and inspect building alterations and repairs.

- a. Provide technical expertise to REM staff in the planning and implementation of building/office alterations.
- b. Update and enforce key administration procedures. Maintain daily documentation of key assignments to outside contractors.
- c. Inspect work by outside contractors upon completion and provide approval of final payment for service.
- d. Act as intermediary for all building inspections by city, county, and state authorities and State Fund's insurers.

10% Essential

5. Ensure compliance with safety standards for engineering and maintenance functions. Secure materials and parts needed to provide building services.

- a. Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety.
- b. Promote and observe safe work practices among staff at all times.
- c. Address/Correct any unsafe conditions noted in inspection according to pre-established time frame.
- d. Actively monitor and address accident experience.
- e. Conduct mandatory safety meetings.
- f. Report on all conditions that may result in danger to the safety and security of employees immediately to the Property Manager and Chief of Plant Operations or upper management.
- g. Make arrangements to repair and maintain building equipment. Secure parts and/or supplies in a timely manner.
- h. Make arrangements to repair and maintain building equipment. Secure parts and/or supplies in a timely manner.
- i. Receive, store, and secure supplies and equipment according to authorized policies and procedures.
- j. Consult with management on budgetary issues at all times. Participate in the annual budget planning process as required.

100%

Required Knowledge Areas:

- Proficient knowledge of heating, ventilation, refrigeration, air conditioning systems, electrical, plumbing and other mechanical systems and the methods, materials and tools used in their maintenance, operation, and repair.
- Proficient knowledge operating and maintaining commercial building systems including boilers, chillers, air handlers, refrigeration systems, uninterrupted power supply systems, cooling towers, pumps, fans, lighting and thorough understanding of electricity.
- Proficient knowledge and experience with DDC controls.

Required Skills and Abilities:

- Ability to operate, maintain and repair HVAC, lighting, refrigeration, water treatment, building control, fire/life safety systems and other mechanical systems at State Fund facilities. During daily assignments, the employee will make all task-related decisions to the best of his knowledge and training.
- Ability to meet deadlines.
- Ability to work accurately and efficiently under pressure.
- Ability to communicate professionally and effectively, verbally and in writing.
- Ability to work independently and manage time effectively.
- Ability to demonstrate poise, tact, and resourcefulness in dealing with a wide variety of people.
- Ability to adapt to a variety of different assignments and deal with multiple daily priorities.

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- May be expected to wear Personal Protective Equipment (PPE) such as safety goggles, hard hat, and steel-toes shoes.
- Move/remain in a stationary position for up to 2 hours at a time.
- Occasional movement of items up to 50 lbs.
- Occasional movement of items, positioning self at various heights, ascending, and transporting equipment
- Use of electrical tools, equipment (sometimes heavy), and chemical products for cleaning.

Travel:

- Travel may be required.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel may occasionally be from overnight to five days in duration.
- Travel to various work sites and locations for training and/or meetings.

Emergency call backs:

- Emergency call backs.

Work Hours:

- On call 24/7, as needed.
- Evening and weekend work is scheduled as necessary.

Supervisor's Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):

Supervisor Signature:

Date:

Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):

Employee Signature:

Date: