

Building Operator

Summary:

The Building Operator is part of a team which oversees the daily operations and management of public school buildings throughout the municipality. Responsibilities will include energy conservation measures, facility scheduling, post construction issues, maintenance, and facility functions. The Building Operator will oversee all HVAC, lighting, plumbing including neutralization systems, elevator service and security systems etc.

Essential Functions:

- Develop and monitor preventive maintenance schedules to mechanical systems and controls of all building and site systems. Systems include HVAC, electrical, programmable lighting, photovoltaic systems, security system (cameras, partitioning, pass cards), gray water system operation (filtration, UV) fire protection, plumbing, acid neutralization system, PA/Intercom system, telephones, irrigation, auditorium lighting and sound operation.
- Develop trend logs, pivot charts and pie charts from data extracted from computerized systems.
- Generate work assignments, coordinate work to be performed, produce work orders for such assignments and use information to generate energy savings through conservation measures.
- Possess a thorough knowledge of equipment being serviced and employ service procedures and techniques indicative of first class work.
- Update and monitor inspection and service procedures outlined in preventive maintenance manuals and computerized maintenance programs.
- Coordinate all work with Public Building Department, Operations Department and outside vendors.
- Possess knowledge of safe and efficient operation of all equipment.
- Regularly inspect all areas of the buildings and report deficiencies as well as suggestions for improvement/repair.
- Regularly communicate with the Principal and the Operations Department on the status and activity of the mechanical operations of the buildings, and promptly report any potential or existing problems.
- Monitor contractors, inspect work and generate deficiency lists.
- Available for various shifts and to occasionally work extended hours, nights, weekends and holidays to perform oversight of necessary repairs. Respond to after hour emergencies such as alarms and power outage etc. Will need to access systems from home using laptop computer.
- Promote and contribute toward overall effort in maintaining a high standard in the operation of the buildings as well as positive staff relations through daily work practices.

Requirements and Qualifications:

- High School diploma or equivalent educational certification, Associates degree in construction science (preferred).
- A minimum of five years as a Building Manager or equivalent field experience, including working knowledge of building HVAC, plumbing, electrical systems and well as DDC and building automation controls.
- Comprehensive training and certification in HVAC.
- Extensive experience in operation and maintenance of Building Automation Systems (Delta preferred).
- The candidate must have an extensive computer background and be capable of utilizing word processing, spreadsheet, database, and email applications as well as be familiar with computer “hardware” including network-related components (network cards, hubs, routers, etc.).
- Ability to develop and maintain recordkeeping systems and procedures (i.e. door key and electronic smartcard assignment and distribution).
- Knowledge of property management principles, procedures, and standards as applied to public facilities.
- Knowledge of mandatory safety system testing and documentation requirements (fire protection systems, elevator, laboratory eyewash, laboratory acid waste neutralization etc).

Physical and Environmental Requirements:

- Frequent periods spent bending; stooping, lifting objects, work on ladders, scaffolding, roofs, catwalks and high places.
- May require the exercise of caution when operating equipment and handling chemicals or other toxic materials and the utilization of proper sanitary precautions when handling trash, garbage or other potential hazards.

General Characteristics:

- The multi task nature of this position requires that the successful candidate exhibit a positive attitude, a high energy level, and a proficiency in time management.
- As the technical focal point for the operating systems used in public venues, this position requires an ability to work with a diverse group of users, to maintain composure during stressful situations, and to be assertive when necessary. The candidate must have strong communications skills (verbal and written) and be capable of working independently.

This document was issued c.2010 – please update for your skill sets needed