



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 other trades areas by the specialty of the work and minimum qualifications. This class is part of the Building Engineer trades job family with increasing responsibility on building systems in city facilities. This class is part of a trades class series. All levels are not required to be used within any one agency or department and assignment of a classification depends on the duties and responsibilities of the position. In addition to increasing levels of experience required at each level, Level I trade classifications perform journey/full performance level work in the assigned trade area and comprises a majority of positions. Level II trades classifications perform specialized and expert level journey work in assigned trades area, represents the agency/department on large and complex projects, and/or may have necessary licensure/certification and are required to pull building permits. Generally, there are less positions at this level than at level I. Finally, Lead Level performs permanently assigned lead work over lower level staff and performs the duties of Level I or Level II. There should be few positions assigned to this classification.

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.

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

By position, participates in snow removal duties.

By position, responds to after hours calls or emergency calls outside of normal scheduled or business hours.

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

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

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

By position, participates in snow removal duties.

By position, responds to after hours calls or emergency calls outside of normal scheduled or business hours.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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 regularly assigned lead work.

Education Requirement

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

Experience Requirement

Four (4) years of experience in building operations, engineering and equipment and systems maintenance. One (1) year of building operations experience must include experience with Building Automation Systems (BAS).

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

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.

By position, requires either a valid journey certificate of qualification or equivalency as required in trades specialty issued by the City and County of Denver or a valid journey license issued by the State of Colorado by the end of probationary period.

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: 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: Perceiving and comprehending the nature and direction of sounds.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hiking: Moving about on uneven surfaces, and at high altitude.

Jogging: Ability to transport oneself over a two-mile distance at an efficient speed.

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 an 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.

Running: Quickly traverse a distance of over 50 yards.

Running: Quickly traverse a distance of under 50 yards.

Running: Ability to quickly pursue an animal for 60 seconds.

Sitting: Remaining in a stationary position.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

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.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

By position, License/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-18

FLSA Code: N

Established Date: 7/4/2021

Established By: BM

Revised Date:

Revised By:

Class History: