

# firstmethodist

<b>Job title</b>	<i>Building /Facility Engineer</i>
<b>Department</b>	<i>Facilities</i>
<b>Reports to</b>	<i>Director of Facilities</i>

## Job Purpose

The building/ facility engineer is responsible for the successful operation and function of the church's building and grounds. This involves overseeing and conducting maintenance and repairs of all systems. (Plumbing, electrical, HVAC, etc.)

## Duties and Responsibilities

- Oversee equipment and systems replacement or upgrades. Evaluate condition and function of building utility systems to determine needs and priorities for capital funding requests. Ensure building code compliance, proper installation and design practices for systems associated with minor or major maintenance and renovation projects.
- Monitor & operate 22 air handling units, 6 rooftop units, 41 Fan boxes & VAVs, 2 split DX units.
- Monitor, operate, & modify Tracer energy management system. This includes control of all above systems, modulating control of outside air intake for CO2 control, temperature settings, & daily scheduling for building events. Also including control of energy consumption by computer control of HVAC systems & most exterior lighting.
- Monitor & oversee tower water chemical treatment to prevent scale or growth of legionella.
- Perform various electrical repairs including switches, receptacles, ballasts and minor wiring.
- Perform minor plumbing repairs & maintenance including flush valves & maintenance on sewage & domestic water pumps. Oversee quarterly pumping of grease traps.
- Acts as a liaison between the church and regulatory agencies and/or authorities including building code compliance.
- May oversee or manage small renovations or constructions projects.
- Manually operate elevator during Sunday morning peak times to facilitate large crowd flow and be available to handle any building maintenance needs during the church services.

## Qualifications

The building/ facility engineer should have:

- High school diploma or GED
- 2 to 3 years proven building/maintenance/ facilities experience
- Ability to work on Sunday.
- Must be experience in the maintenance of boilers, furnaces, heat pumps and air conditioners.
- Must know basic safety precautions for working with electricity.
- Good written/oral communication skills.

## Working conditions

This role will work a 5-day work week, Monday-Thursday and Sunday. On occasion, large events may require this position to work outside of the standard schedule to ensure safe building operations.

## Physical requirements

Ability to lift, pull, push or carry 50 lbs.

## Direct reports

The position will not have direct reports but may oversee contractors/vendors in completing onsite special projects

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<b>Approved by:</b>	<i>Human Resources Manager</i>
<b>Date approved:</b>	<i>October 5, 2020</i>
<b>Reviewed:</b>	