



Job Description – Lead Engineer

Job Title: Lead Engineer

Reports To: Senior Chief Engineer / Chief Engineer / Sr. Property Manager / Property Manager

Supervises: Personnel as assigned

Objective:

To professionally respond to tenant requests and the public as required. To effectively and efficiently operate and maintain all HVAC and MEP equipment. To serve as a Systems Operator and to perform and supervise maintenance work.

Job Functions:

Essential Functions

- Provide prompt and courteous response to tenant requests within the guidelines set for by Penzance
- Maintain ethical, professional, and courteous relations with contractors and tenants
- Perform as a team member with all employees
- Assist to ensure compliance with all City, State and Federal safety and environmental laws, codes, standards and regulations
- Order, stock and inventory parts and supplies
- Induce water treatment chemicals at proper amounts and times in heating and cooling systems
- Perform chemical analysis tests, reporting any abnormalities and substandard results
- Operate, maintain and perform maintenance and repairs on all mechanical, HVAC and MEP equipment as outlined, including, but not limited to:
 - Pumps
 - > alignment
 - > annual inspections
 - > greasing of bearings
 - Chillers
 - > annual inspections
 - > tube cleaning
 - > leak checking
 - > safety controls (check)
 - Boilers
 - > annual inspections
 - > fan bearings, lubrication and cleaning
 - > safety control (check only)
 - Air compressors
 - > filter cleaning
 - > oil checking and changing
 - > inspection of control and safety operation
 - Air Handling Units
 - > replacing filters
 - > cleaning coils, pans, interior and exterior surfaces
 - > bearing lubrication
 - > controls operations inspection

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- > maintain AHU room conditions
- > aligning all moving parts

- Make adjustments and changes on HVAC and related equipment to maintain established comfort zones within the guidelines set forth, including, but not limited to:
 - Chiller and reheat system temperature adjustments
 - Building environmental controls:
 - thermostats
 - cold deck regulators
 - fresh air and exhaust systems
 - duct dampers and splitters
 - damper motors
 - belt and pulley adjustments
- Perform all maintenance in a safe manner
- Follow all current emergency procedures set forth by Penzance and the assigned property, including but not limited to:
 - Direct and assist with evacuations, bomb searches and life safety alarms as deemed reasonable and prudent
 - Assist emergency authorities and response teams in capacity of fire/life safety director
 - Comply with all company and regional policies

Other Functions:

- Aid in training and development of fellow engineers
- Clean and paint all equipment and surrounding areas
- Maintain, without flaw or exception, plant logs and files, where appropriate, to include, but not limited to:
 - Engine room machine logs
 - Chemical usage logs
 - Non-company personnel logs
 - Maintenance of time logs
 - Operating engineers logs
- Maintain superior appearance and working condition of all the MEP systems assigned to the Engineering Department
- Compose written, factual reports of occurrences and incidents on property
- Assume additional duties as delegated by the Senior Chief Engineer / Chief Engineer

Requirements

Essential Physical Abilities:

- Meet highest attendance and punctuality requirements
- Use olfactory, auditory and visual senses
- Work standing
- Lift 25 lbs. or more
- Climb up and down stairs and ladders
- Access remote work areas (i.e., crawl spaces, roofs)
- Use full range of manual dexterity (i.e. sitting, squatting, bending, kneeling, lifting, walking)

Essential Knowledge and Skills:

- Interact with employees, visitors and contractors with poise and diplomacy
- Establish and maintain a cooperative working relationship with staff
- Read and understand a variety of instructions furnished in written, oral or schedule form, including shop manuals and drawings
- Read and use all types of test equipment, analog digital multi-meters, pressure and temperature indicating and recording devices, air flow measuring devices, and leak detection devices

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- Knowledge of basic hand tools (i.e. socket sets, wrenches, pliers, screwdrivers, saws and hammers, etc.)
- Knowledge of power tools (pneumatic, electric or engine drive), drill motors, saws, grinder, impact wrenches, etc.
- Maintain calm demeanor in emergency situations
- Ability to use deductive logic for troubleshooting equipment
- Communicate effectively both verbally and written

Experience:

- Minimum 7 years experience in commercial HVAC
- Experience operating large tonnage chiller plant

Education:

- High School Diploma or equivalent

Working Environment:

- Indoors - 80%
- Outdoors - 20%