



## Classification Description

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**OUR VISION:**

*To be the acknowledged leader in public assembly venue management in the region*

**OUR MISSION:**

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

**OUR VALUES:**

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

<b>Job Title</b>	Chief Engineer	<b>Bargaining Unit</b>	Non-represented
<b>Functional Job Family</b>	Operations	<b>Classification #</b>	8026
<b>FLSA</b>	<input checked="" type="checkbox"/> Exempt – Executive/Supervisory <input type="checkbox"/> Non-Exempt	<b>Salary Grade #</b>	324
<b>Position Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Revision Date</b>	March 2010

**Summary:**

Supervise and coordinate the work of staff involved in specialized work, such as building HVAC maintenance and repair and general building maintenance and repair. Assist in the implementation of policies, programs and services to ensure effective utilization of resources and regulatory compliance.

**Reasonable Accommodations:**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

**Essential Functions:**

- Supervise, prioritize, assign, and review the work of staff involved in all aspects and areas of building HVAC maintenance and repair and general building maintenance and repair.
- Maintain research and evaluate HVAC control systems, mechanical, plumbing, chillers, cooling towers, refrigeration, boilers and associated equipment; recommend improvements, modifications and purchases.
- Coordinate HVAC, food service, and maintenance related equipment and contracts.
- Oversee maintenance and repair of all rolling stock.
- Repair, adjust and maintain facility doors and hardware
- Coordinate facility painting and carpentry needs.
- Meet, and coordinate work, with vendors and contractors.
- Develop and implement facility inspections and inventory controls to ensure all building repairs and needs are met.
- Collaborate and coordinate projects with clients, promoters, exhibitors, vendors and contractors.
- Coordinate activities with other departments to ensure services are appropriate and performed in an efficient and timely manner.



- Manage department inventory of supplies, materials, and equipment; plan and schedule necessary equipment; ensure all equipment is in good working condition; contract maintenance and repair services of equipment.
- Assist with budget preparation and capital projects for assigned areas.
- Assist in the development and implementation of policies, practices and procedures.
- Ensure that practices, policies and priorities of assigned projects and functions are followed; assist with monitoring and evaluating processes, methods and procedures.
- Ensure work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, NFPA, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

### **Secondary Functions:**

- Other duties which may be necessary or desirable to support the agency's success.

### **Supervisory Responsibilities:**

This position functions primarily as a first-line supervisor, ensuring that subordinate staff has clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Education and/or Experience; Certificates, Licenses, and Registrations:**

- High School Diploma or GED, specialized training in the building maintenance of HVAC or related building systems
- A minimum of five (5) years of experience in general maintenance & repair of HVAC related building systems, and knowledge of complex mechanical systems
- A minimum of three (3) years of lead or supervisory HVAC experience, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- Current and valid driver's license issued in the state of residence.
- May be required to obtain a current and valid forklift certification.

### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of technical specialties appropriate to the area of assignment, HVAC systems, refrigeration, plumbing, and mechanical equipment repair.
- Knowledge of building maintenance and grounds maintenance processes, considerations, equipment and supplies.
- Knowledge and experience with DDC, VFD, and pneumatics
- Knowledge and experience with BMS
- Knowledge and experience with CMMS
- Knowledge of pertinent Federal, State and local laws, codes and regulations that affect and impact work.
- Skill in the use of various hand and power tools used in assigned technical area.
- Ability to interpret and apply administrative and departmental policies and procedures, facility operational procedures and union agreements.
- Ability to use Windows based computer systems.
- Ability to use good judgment and make sound decisions in a fast-paced environment.
- Ability to analyze information and use logic to resolve issues and problems.
- Ability to read and interpret schematics, drawings and blueprints.



- Ability to manage staff and resources in an effective and efficient manner.
- Ability to effectively guide, direct, motivate and discipline staff.
- Ability to establish and maintain cooperative working relationships with all persons contacted in the course of work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work nights, weekends and holidays.

**Physical Demands / Work Environment:**

- Continuously required to hear and/or respond to verbal/audio cues; see and/or respond to visual cues.
- Frequently required to read computer monitors; stand and/or walk for extended periods of time; twist and/or bend; stoop, kneel, crouch or crawl; reach with hands and arms; perform repetitive motions of hands and wrist.
- Occasionally required to lift, push, pull and/or carry objects up to 10 pounds.
- Rarely required lift, push, pull and/or carry objects up to 50 pounds; exposed to toxic or caustic chemicals; blood or other human bodily fluids.

*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*

APPROVED:

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MERC General Manager

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Date

\_\_\_\_\_  
MERC Human Resources Manager

\_\_\_\_\_  
Date