

INCUMBENT _____ CSN SMS.CS.N10099.000
PRESENT CLASSIFICATION Building Operating Engineer DATE 11-02-2022

DEPARTMENT Capital Planning & Service Operations

FUNCTION

This position will provide a variety of services involving the operation, monitoring and maintenance of University owned facilities. Monitoring of the HVAC systems in University owned facilities is accomplished by making full use of a computerized Building Management Control System (BMCS). This position also provides services to requesting University departments requiring services that involve the building trade areas.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the Chief Building Operating Engineer who oversees operation and maintenance of the Physical Plant function for the School and determines priorities for maintenance items and work order system requests. The Physical Plant is an entity of Capital Planning and Service Operations.

SUPERVISORY DUTIES

None.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by the incumbent in this position is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

- 65% 1. A. Facilities Operations: Make prescribed rounds of University owned facilities logging current operating conditions on log form by use of BMCS outputs and by visual inspection of control panels and gauges located throughout the facilities. Make adjustment as needed through BMCS terminal or at mechanical controllers to maintain proper space conditions and log changes in operations log. Continually observe all HVAC equipment for proper operation and make necessary adjustments. When appropriate Prepare and

submit Equipment Repair Service Request for appropriate action by contractual maintenance personnel. Stop and Start (Reset in event of power outage) mechanical equipment as required.

- B. Building Management Control System: Continually observe systems control actions for proper operation and note problems for corrections. Make recommendations for improved BMCS operation and suggested energy conservation measures where possible. Remain current on BMCS and mechanical control revisions.
- C. Assist in coordination of scheduling for preventative maintenance on building equipment done by contractual maintenance personnel. Replace air filters; monitor boiler combustion efficiency and adjust as needed.
- D. Continually expand and share knowledge of current and new systems and functions of physical plant operations and maintenance.

8% 2. Re-set breakers, change fuses, replace burned out light bulbs. Replace bad overload heaters, and transformers, replace bad ballasts; replace or repair faulty wiring, receptacles, switches, fixtures and motors for various pieces of equipment, as necessary. Install new or extend existing electrical service according to proper building codes as required to meet the needs of University entities and check electrical circuits for proper applications. Lay out electrical runs and install boxes, run conduit and pull wires in sizes necessary for electrical needs of new receptacles, switches, lights and equipment. Work with voltages up to 480V 3-phase. Maintain emergency generators as directed.

3% 3. Repair and adjust doors and doorframes. Repair walls; fix marker boards and bulletin board frames. Repair windows, access doors, drop ceilings, casework and furniture. Repair and install mechanical equipment separate from building systems: rack washers, cage washers, appliances, furnaces, electrical equipment, control devices, and relays.

5% 4. Assemble equipment; hang pictures, diplomas, bulletin boards, marker boards, coat hooks, fire extinguishers, and replace cove base. Pick up and return materials. Handle complaints and trouble calls.

5% 5. Replace or repair leaky faucets, drains, ball valves, toilets, and sinks. Adjust and repair water coolers. Repair, replace or extend air, vacuum or gas lines and valves. Repair or replace vacuum breakers and install plumbing fixtures as necessary. Extend or provide additional services as required. When requested install new drain lines or free clogged drain lines. Run domestic water lines and drains to sinks, centrifuges, washers, ice machines and other water-cooled equipment.

- 8% 6. Paint new and existing walls, doors, doorframes, ductwork, shelves and other items as required. The use of various finishes including latex, oil base, acrylic and chemical resistant epoxy is common.
- 1% 7. Record and maintain complete records and/or documentation as required, including but not limited to work orders, maintenance requests, action notes, and daily journals. Complete daily log sheets and prepare estimates. Assist in physical inventory control and review as assigned.
- 1% 8. Install ceiling tiles, casework, counter tops, trim, cove base, shelving, boxes, steps, and cabinets. Repair cabinetry and various laminate installations.
- 4% 9. Perform related duties as assigned.

Environmental, Health and safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

KNOWLEDGE REQUIRED FOR THE JOB

- 1. This position has a wide and varied scope, requiring someone skilled in many areas of maintenance, repairs and remodeling. Employee must also have a working knowledge of building codes.
- 2. Must have a working knowledge of many trades at a skilled level.
- 3. Must have a working knowledge of modern HVAC controls and BMCS.
- 4. Must be a person good with "tools" and have a high mechanical aptitude.
- 5. Must be able to read blueprints and estimate material needs.
- 6. Must have a pleasant and personable attitude.
- 7. Must have a working knowledge of basic mathematics.
- 8. Must meet people easily and handle complaints and trouble calls in a compassionate and efficient manner.
- 9. Must be sensitive to the needs of underrepresented minority populations.

SPECIAL QUALIFICATIONS/CONDITIONS

This position requires the carrying of a radio or pager during working hours in order to insure coverage of facilities.

Must be flexible and adept at doing multiple types of jobs in one day.

Must have a clear head and ability to remain calm in times of stress such as power outage, water line rupture, equipment failure, etc.

Employee must attend several review/training sessions as required by regulations for various safety and work environment conditions.

RESPONSIBILITIES

1. Supervisory Controls

The Chief Building Operating Engineer assigns work assignments, priorities, and deadlines. Jobs may be reviewed both prior to and after completion by on-site inspection. Some discretion is given to the Maintenance personnel as to the proper application of safety rules to each task, the types of materials to be used and method to be used in the completion of a job to ensure that it meets the needs of the department originating the work request. Judgment information is given to supervisor and work request originator as to safety issues involved and the practicality of completing the requested work. Recommendations are sometimes made as to safer, less costly materials and methods to be used on a job. Some recommendations may be implemented without prior approval. Maintenance personnel keeps their records of hours worked, materials used and approval of work order changes. The completed work order is signed and dated and turned into the Physical Plant office.

2. Guidelines

- A. Employee to use common sense within established safety guidelines in performing his/her duties, such as installation of electric circuits, use of power tools, climbing ladders, etc.
- B. Employee may not perform work for campus departments without a valid work order.

DIFFICULTY

1. Complexity

Show good job performance and skill in use of power tools, installation of utilities, alterations, purchasing supplies, operations requirements, etc.

2. Scope and Effects

The position has the potential to impact the effectiveness of every employee working on campus in University owned facilities because of their responsibility for control HVAC systems that control the interior environment.

PERSONAL CONTACTS

1. Personal Contacts

The employee will come in contact with many employees at all levels of the School, most pertaining to the assignment they have to complete. These contacts can be person-to-person or via telephone.

2. Purpose of Contacts

The purpose of these contacts is to clarify requested work, work out scheduling requirements, ascertain environmental conditions and provide other information to campus departments. These contacts should foster better relations between the Physical Plant and campus departments.

ENVIRONMENTAL DEMANDS

*See attached Physical and Environmental Requirements form.

1. Physical Requirements

- A. Worker should be able to lift heavy loads with the help of others.
- B. Worker should be able to climb ladders and stairs while performing their duties.
- C. The frequency and intensity of physical exertion in this job varies.

2. Work Environment

- A. The risks of the job are imminent - toxic materials, biological hazards, and moving equipment. Employee is expected to know what to do during a utility outage and have know-how with regard to current status of utilities.
- B. Must have good attendance so work load schedule may be maintained.

INCUMBENT _____ DATE _____

REVIEWED & APPROVED BY _____ DATE _____
Supervisor

REVIEWED & APPROVED BY _____ DATE _____
Department Head

REVIEWED & APPROVED BY _____ DATE _____

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Building Operating Engineer**
 Position No. (If applicable): **N10099.000** Department: **Capital Planning and Service Operations-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input checked="" type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input checked="" type="checkbox"/> Outdoors
<input checked="" type="checkbox"/> Other (Be Specific): Equipment Rooms (All SIU Buildings)	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Zack Alderman

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date