



CITY OF WEST HOLLYWOOD
Department of Human Resources
8300 Santa Monica Boulevard
West Hollywood, CA 90069

<http://www.weho.org/employment>
**INVITES APPLICATIONS FOR THE POSITION OF:
BUILDING MAINTENANCE ENGINEER**

An Equal Opportunity Employer

SALARY
\$8,015.71 - \$10,242.56 Monthly

OPENING DATE: 08/25/21

CLOSING DATE: 09/15/21

THE POSITION

Click here for the job flyer: <https://www.weho.org/home/showdocument?id=50676&t=637655011226238060>

Note: The City of West Hollywood is closely monitoring the fluctuating public health emergency related to COVID-19. While City Hall facilities are currently closed to the public, division staff remotely. Candidates that are selected to the next step(s) of the recruitment process will be notified by email two weeks after the application filing date. If our city is conducting virtually (video conferencing). HR will provide information to eligible candidates (e.g. virtual interview format, necessary hardware and software requirements, etc.) in

Position reports to: Facilities and Field Services Superintendent

Supervises staff, contractors, vendors and performs administrative and technical functions related to general maintenance, and/or repair of large City facilities and aquatic center troubleshooting, repairing, and inspecting a full range of heating, ventilation, air conditioning, refrigeration, mechanical, and related building systems and components throughout City Buildings. Responsible for providing a safe, comfortable, well-serviced environment for the facilities to conduct educational, social, recreational and other extra-curricular activities. Equipment and components related to pool and water operation systems, HVAC, Fire Life Safety systems, security and alarms, etc.; building equipment and mechanical systems (pool mechanical systems, etc.); and other functional elements within these facilities (doors, walls, ceilings, flooring, roofs, windows, stairwells, etc.); distributing work orders to staff; maintaining supplies; preparing cost estimates and making purchases and performing inspections and conducting inventories.

EXAMPLES OF DUTIES

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing staff; establishing deadlines; briefing staff on safety procedures; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training

Oversees the preparation and performance of routine, preventive and programmed maintenance operation activities for City Aquatic and Recreation Center, West Hollywood Li regarding projects and needs; coordinating equipment and supply purchases; overseeing and/or developing contracts and assuring compliance. Install, troubleshoot, repair, and maintain mechanical systems.

Performs aquatic facility operations and maintenance functions as operating engineer with responsibility for aquatics systems, including: day-to-day pool maintenance and operation standards.

Inspects, maintains, and operates the facilities satellite central plant, including centrifugal chillers, boilers, cooling towers, and all support systems and equipment.

Performs scheduled maintenance service on systems and equipment; performs installations and repairs in compliance with established electrical and building codes, professional standards; determines actions to be taken with respect to construction, maintenance, etc.; determines safety threats and recommends corrections.

Performs routine inspections of various mechanical, electrical, lighting, and related building systems reporting and correcting deficiencies discovered. Ensure installations, repairs, safety, as well as environmental protection requirements.

Manages related contracts including: resolving problems; monitoring expenditures; reviewing quality and timeliness of work; coordinating work with contract service providers; developing invoices; develops request for proposals (RFP) and request for bid (RFB) documents; reviews responses and awards bids.

Assists in preparing the budget, including: conducting research; forecasting spending; preparing requests for proposals; approving vendor payments; and monitoring budget.

Interprets, develops, communicates, updates and monitors departmental/divisional policies and procedures; recommends improvement when necessary; writes/revises same.

Prepares and/or reviews complex, routine and non-routine reports and analysis utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports and decisions, policies and instructions.

Supervises staff, vendors and trades performing building, vehicle and facility maintenance and improvements.

Ensures quality standards and compliance with regulations are maintained.

IMPORTANT JOB FUNCTIONS:

Maintains and upgrades knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Interacts with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Follows up on inquiries from various agencies, groups, media, etc., regarding department programs and services.

Disseminates a variety of information to various individuals, agencies, divisions, or departments via telephone, mail, email or FAX.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicle(s) (including ½ and ¾ ton trucks)
Computer
Pool Maintenance Equipment

Scissor Lift
General Office Equipment

Hand Tools
Boom Truck

Power Tools
Fork Lift

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school; and,

Five to seven years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid California Drivers License

Certified Pool Operator

Certified Aquatic Facility Operator (highly desirable)

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Supervision of staff and activities either directly or through subordinate supervision.

Mechanical skills equivalent to journey-level in one or more related trades such as HVAC, plumbing, carpentry, electrical installation and maintenance and construction, electric:

Thorough knowledge of hydronic boilers, pneumatic and digital control systems, ventilation, air conditioning, refrigeration and other mechanical equipment.

Thorough knowledge of materials, methods, equipment and tools used in the operation, maintenance and repair of mechanical systems and equipment.

Thorough knowledge of aquatics systems equipment related to maintenance and control systems with knowledge of project planning and facility administration.

Standards and procedures pertaining to the installation, maintenance and repair of facilities.

General knowledge of fire and intrusion alarm systems.

General knowledge of ventilation principles, thermal dynamics, and closed water systems.

Working knowledge of building management systems

Safe working practices.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Purchasing procedures and practices.

Principles and practices of public administration, including knowledge of government organizations and operations.

External governmental bodies and agencies related to area of assignment.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff and selecting and motivating staff and providing for their training and professional develop

Using tact, discretion, initiative and independent judgment within established guidelines.

Reading and analyzing engineering and architectural plans.

Preparing clear and concise reports, correspondence, and other written materials.

Operating a variety of grounds and facilities maintenance light and heavy equipment and hand tools.

Maintaining and performing routine repairs on all assigned equipment.

Developing and monitoring contracts.

Estimating time, equipment and materials for work projects.

Using a computer and appropriate computer applications to perform the essential and important functions of the job.

Operation and routine maintenance of general office machines such as copiers, and telephone systems.

Abilities:

Ability to plan, lead, and troubleshoot pool maintenance and operations, regulatory compliance, and safety for aquatic facility.

Ability to implement trends and practices in aquatics equipment operations, public health and water quality standards.

Ability to analyze and respond appropriately to emergency situations.

Ability to work independently with general supervision to accomplish assigned tasks.

Ability to operate and maintain all applicable tools and equipment necessary to perform skilled work.

Ability to effectively use computers and tablets as well as software programs.

Ability to observe safety requirements and safe work practices and methods as required including the use of personal protective equipment and fall protection gear.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships across cultural backgrounds.

Ability to recognize and accommodate changing priorities, as communicated by a supervisor, in order to meet short- and long-term deadlines/goals.

Ability to read, interpret and work from blueprints, plans, drawings and specifications.

Ability to estimate the cost, time and materials of maintenance, repair and renovation assignments or projects.

Ability to use maintenance management and work reporting systems such as those used to track work orders and maintain facility/equipment data.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards.

Ability to learn and follow City and departmental policies and procedures.

Ability to communicate in English both orally and in writing at the appropriate level.

Ability to perform mathematical calculations at the appropriate level.

While performing the essential functions of this job the employee is frequently required to stand, walk and sit; reach with hands and arms; use manual dexterity to operate machinery; balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, texture, odor and color perception and discrimination; and lift and/or move up to 50 pounds frequently.

Working Conditions:

Work is performed in a normal office environment and in the field where there may be extreme temperatures, exposure to the sun, dirt and/or dust.

The incumbent's working conditions are typically moderately loud.

Working time may require irregular hours, various shifts, weekends, holidays, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform the function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement of this class (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.weho.org/employment>
OR
8300 Santa Monica Boulevard,
West Hollywood, CA 90069

EXAM #21-50810-02
BUILDING MAINTENANCE ENGINEER
JL

BUILDING MAINTENANCE ENGINEER Supplemental Questionnaire

- * 1. The following Supplemental Questionnaire is part of the examination for this position and will be used in determining your qualifications. In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. The hiring department will review each answer to evaluate your qualifications. Responses such as "See Resume" or "See Application" will result in your application not being considered. By continuing in the recruitment process, you are certifying that all information provided in the Supplemental Questionnaire is true to the best of your knowledge. If you are selected to continue in the recruitment process, your qualifications may be evaluated through employment verification, reference checks, and written, skill assessment, and oral examinations. Select "Yes" to reflect that you have read and understand this statement.
 Yes No

- * 2. What is your highest level of education completed?
 High School Diploma
 Some College
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Not Applicable

- * 3. Do you have a valid California driver's license?
 Yes No

- * 4. Are you a certified pool operator?
 Yes No

- * 5. Describe your education and experience that would qualify you for this position. Please include experience related to scheduling, supervising, handling personnel issues, budgeting, and implementing facilities management programs. Please also highlight any experience you have with supervising or providing work direction to building maintenance staff, pool maintenance staff, and contractors. If you do not have this experience, please put N/A.

* 6. This position will be responsible for building and aquatics maintenance. Please outline in detail your practical experience in these areas. If you do not have this experience, please put N/A.

* 7. Describe your experience in prioritizing different types of regular maintenance requests. If you do not have this experience, please put N/A.

* Required Question