

JOB CLASSIFICATION: Facility Specialist II

SALARY: \$6,304 - \$7,297 Monthly
\$75,648 - \$87,564 Annually

OPENING DATE: Monday, November 2, 2015

CLOSING DATE: Friday, November 13, 2015 by 4:30 p.m.

OPEN TO: General Public

THE POSITION

The Facility Specialist II performs a variety of inspection, maintenance, and repair work on building systems, machinery, and equipment in East Bay Municipal Utility District's (EBMUD) high-rise administrative building and other facilities; serves as a specialist in one or more specific building support systems such as heating, ventilation, and air conditioning (HVAC); electrical, plumbing, mechanical, security, and cogeneration; and leads the work of EBMUD or contract forces in facility equipment installation, replacement, or repair projects.

Typical duties include:

- Inspecting and maintaining building HVAC, electrical, mechanical, plumbing, audio/visual, life safety, and security systems in EBMUD facilities.
- Performing repairs, installing, or making alterations to machinery and equipment used in building systems such as pumps, generators, cogeneration systems, security devices, office partitioning, doors, and windows.
- Maintaining, diagnosing, and repairing building electrical systems and components including motors, lighting systems, distribution systems, process control systems, UPS and battery systems, MCCs, and VFDs.
- Operating, maintaining, testing, troubleshooting, repairing, and installing HVAC and refrigeration equipment such as large industrial units, packaged units, small appliances, cooling towers, chillers, hot water heaters, heat exchanger coils, ducts and dampeners, thermostats, other related equipment and their instrument controls.
- Monitoring building systems by taking periodic readings of gauges, meters, charts, recorders and other measuring devices, and establishing and adjusting settings.
- Testing, adjusting, and troubleshooting the operation of digital controls in building automation systems that regulate fans, lights, HVAC set points, and life safety components such as alarms, sprinklers, elevators, and door locks.
- Testing and operating building emergency systems such as generators, power distribution systems, fire alarms, elevator controls, phones, and intercoms.
- Planning, scheduling, and coordinating acquisition of required resources and materials for large scale building system repairs, installations, or maintenance projects.
- Leading and monitoring the work of other employees and contractors.
- All other duties as assigned.

The ideal candidate will, in addition to the above:

- Assist in planning and executing evacuation plans for assigned facilities.
- Possess knowledge of building related safety procedures, lockout/tagout (LO/TO), and electrical safety (NFPA 70E).
- Recommend, prepare, and update preventive maintenance, repair, and facility operating procedures.

- Possess excellent teamwork and communication skills.

The salary range is \$6,304 per month increasing to \$6,619, \$6,950 and \$7,297 after 12, 24, and 36 months, respectively.

EBMUD is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

REQUIREMENTS

A typical means of acquiring the essential knowledge and abilities is: A high school diploma or its equivalent and three years of experience in the operation, maintenance and repair of a wide variety of equipment and machinery used in HVAC, electrical, mechanical, plumbing, and security systems found in multi-story commercial buildings.

Must possess a valid California driver's license and have a satisfactory driving record. Must possess or acquire an Environmental Protection Agency (EPA) approved Universal Technician Certificate within six months of appointment. Must possess physical characteristics to perform the critical and important duties of the class including sufficient strength to lift heavy parts and tools. Must be available for regularly scheduled standby and be willing to work overtime as needed. May be required to be clean shaven as required to wear respiratory protection equipment.

THE SELECTION PROCESS

1. Submit a completed EBMUD application and the required supplemental question responses online at www.ebmud.com by 4:30 p.m., Friday, November 13, 2015. Only application materials submitted online during the filing period will be accepted.
2. All qualified applications and supplemental responses will be competitively evaluated, with those candidates demonstrating the strongest qualifications for the position to be invited to a panel interview scheduled for early January.
3. Successful candidates will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancy, as well as others occurring over the next 12 to 24 months.

SUPPLEMENTAL QUESTIONS

As the first step in the selection process, responses to the supplemental questions must be submitted online with the regular EBMUD application. Please provide thorough, accurate descriptions of assignments you have personally performed.

1. HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) MAINTENANCE

Mark the answer that best describes your level of experience in HVAC maintenance:

- 0 - No experience
- 1 - Limited experience; work performed under close supervision
- 2 - Extensive experience; work performed independently
- 3 - Have trained others to do this work

2. Briefly describe the HVAC maintenance work you've done, including any experience with industrial systems that include large air handlers, cooling and heating loops, cooling towers and centrifugal chillers, and/or smaller packaged HVAC units.

3. BUILDING SYSTEMS (electrical, power generation, lighting, fire, security, etc.)

Mark the answer that best describes your level of experience with building systems:

- 0 - No experience
- 1 - Limited experience; work performed under close supervision
- 2 - Extensive experience; work performed independently
- 3 - Have trained others to do this work

4. Briefly describe the building systems work you've done, including any experience with automated fire suppression and alarm systems, power generation such as emergency diesel generators or cogeneration systems, building electrical distribution maintenance and repairing, lighting maintenance and controls, security systems and components, plumbing, and/or pump repair.

5. WORKPLACE SAFETY (e.g. lockout/confined space, hot work, etc.)

Mark the answer that best describes your level of experience with workplace safety:

- 0 - No experience
- 1 - Limited experience; work performed under close supervision
- 2 - Extensive experience; work performed independently
- 3 - Have trained others to do this work

6. Briefly describe the workplace safety practices you've used, including any experience with safety precautions in building maintenance such as lockout/tag out (LO/TO) planning and use, electrical safety (NFPA 70E), evacuation drills, safety inspections, chemical handling safety, and emergency response.

7. List any additional relevant work experience, licenses, certificates, or training that you have not addressed above.