Position Title: Building Engineer  
FLSA Classification: Non-exempt, 100% FTE, 12-month schedule of duties  
Reports To: Facilities Manager  

Summary: Responsible for the day-to-day maintenance and upkeep of all building systems including HVAC, FLS, plumbing, basic electrical, door hardware, and BMS. His/her primary responsibilities will focus on providing expertise to ensure campus building safety and best practices to ensure all systems are functioning as designed to assure proper environment and energy usage. The position is also responsible for ensuring legal compliance with applicable laws and regulations related to operations. Assists management in all operations initiatives.

Essential Duties:
- Perform routine and preventative maintenance to ensure proper operation of plumbing, electrical, HVAC, elevators and all other building systems including but not limited to electrical and control troubleshooting, proper door operations, water testing.
- Ability to troubleshoot and repair/replace motors, belts, bearings, thermostats, pumps and other building systems.
- Complete work orders for a variety of structure and equipment repairs.
- Coordinate with Facilities Manager to estimate time and materials effectively and order necessary materials for repair completion.
- Must be computer literate and demonstrate the ability to learn operations maintenance software in order to complete records on repairs and maintenance upon finalization of work order.
- Develop competence and knowledge of tools and equipment used in facility maintenance including LEED buildings.
- Knowledgeable of building management system and control aspects (BMS).
- Establish, maintain and perform periodic operational testing schedules for critical systems and equipment as identified in manufacturer’s equipment specifications.
- Drive as needed to pick up supplies, etc.
- Special projects and/or event support, as identified by Operations management which may entail overtime.

Required Skills, Knowledge and Abilities:
- A minimum of five years’ of a broad range of relevant experience in facilities and operations management or a combination of relevant education and experience that provides a similar level of knowledge, skills and abilities.
- Understand the value and uses proper PPE, use of hand and power tools and equipment (ladders and lifts) while performing duties.
- Proficiency with computers and business applications such as Microsoft Office suite.
- Experience with or capable of learning work order management software.
- Must provide a copy of a valid CA Driver license upon request with a clean driving record.
- Ability to work independently and as a member of the team with a bias towards strong customer service.
- Demonstrated strong communication skills in English. Additional skills in Spanish strongly preferred.
- Ability to effectively present information and respond to questions from staff, administrators, and faculty.
- Ability to read and analyze technical procedures/manuals, professional journals and government regulations.
- Ability to work well with PK-12 students and with adult colleagues; willingness to be an active, enthusiastic member of the SHS community. Commitment to equity and inclusion.
- Must be willing and able to work overtime as necessary and demonstrate excellent punctuality and attendance.

Preferred Skills, Knowledge and Abilities:
- Completion of College or Technical School HVAC Certificates and possess an EPA 608 refrigeration certification.
- Completion of Building Operator Certificate Level I or BOMI Systems Maintenance Technician Program and enrollment in or willingness to enroll in Building Operator Certification Level II or BOMI Systems Maintenance Administrator Program.
- Ability to read and understand blueprints.

Physical Demands:
- View and operate a computer. Must be able to talk and hear to communicate effectively with school population.
- Must be able to travel safely and comfortably across 64-acre campus.
- Exposed to a combination of environments, outdoors, within and upon buildings and shop environments.
- Must be able to comfortably and safely climb, bend, pull, reach, kneel, twist, stoop and see for near and far work.
- Must be able to safely lift 50 lbs. on a regular basis and 75lbs. on occasion.

Employment
SHS offers competitive compensation and health and welfare benefits subject to plan parameters, including medical, dental, vision, Life & LTD, 403(b) retirement plan, lunch during the academic year and more.

To Apply
Please apply via email by sending a cover letter and resume to hr@shschools.org You MUST indicate Building Engineer 2019 in the subject line of the e-mail. Please do not contact the Schools by phone or by unscheduled visit. You may also choose to mail your materials to:

Sacred Heart Schools  
150 Valparaiso Avenue  
Atherton, CA 94027  
Attention Human Resources: Building Engineer 2019