

2 ENGINEERING ASSISTANT

4 SUMMARY DESCRIPTION:

16 To assist in the operation and maintenance of various building systems and
25 equipment of each property and become knowledgeable about engineering
27 field responsibilities.

30 PRIMARY DUTIES/RESPONSIBILITIES:

- 39 • Assist with performing preventive maintenance and repairs on all
48 mechanical, electrical, plumbing and HVAC systems including, but not
59 limited to pumps, chillers, boilers, air compressors and air handling units.
- 68 • Assist engineers with general repairs, maintenance and replacement of
78 building components including, but not limited to: building fixtures and
82 appliances, plumbing and electrical.
- 92 • Maintain operation logs and files, where appropriate, to include, but
103 not limited to: meter readings, daily logs and equipment information logs.
- 113 • Provide prompt and courteous response to tenant requests within the
119 guidelines set forth by team engineers.
- 128 • Maintain ethical, professional and courteous relations with contractors
130 and tenants.

- 139 • Establish and maintain a cooperative working relationship with the
148 entire operation staff and perform as a team member.
- 156 • Participate and learn all current property emergency procedures
161 including but not limited to:
- 168 o Assist with directing building occupants with evacuations
 - 172 o Assist with bomb searches
 - 178 o Assist with life safety system alarms
 - 184 o Assist emergency authorities and response teams
- 195 • Develop understanding and usage of fire alarm and life safety systems
198 at assigned property
- 209 • Adhere to all property policies and procedures and perform all duties
213 in a safe manner.
- 221 • Actively participate in required training activities and seminars
- 222 EDUCATION:
- 227 High school diploma or equivalent
 - 231 Related trade certifications preferred
- 232 SKILLS:
- 239 Continually develop building engineering and related knowledge
 - 248 Interact with employees, visitors and contractors with poise and
249 diplomacy.

257 Develop sufficient computer skills to effectively administer required
 259 engineering programs.

268 Read and understand a variety of instructions, including equipment
 277 instruction manuals, furnished in written, oral, or schedule form

285 Understand correct usage of power tools (pneumatic, electric or
 295 engine drive), drill motors, saws, grinder, and impact wrenches, etc.

299 Compute basic mathematical equations

306 Communicate effectively both verbally and in writing

312 Maintain calm demeanor in emergency situations

322 Understand and apply correct usage of all personal safety equipment

326 **PHYSICAL ABILITIES/WORKING CONDITIONS:**

335 Work indoors approximately 80% of the time and outdoors
 340 approximately 20% of the time

346 Use olfactory, auditory and visual senses

350 Work standing all day

356 Lift 25 lbs. or more

363 Climb up and down stairs and ladders

374 Access remote work areas and confined spaces (i.e., crawl spaces,
 375 roofs)

385 Use full range of manual dexterity (i.e., sitting, squatting, bending,
389 kneeling, walking, and lifting)

399 Meet the shift working requirements of the assigned property; shifts
409 may include early mornings, late evenings, weekends and some holidays.

416 Work overtime as business needs deem appropriate

428 The above is intended to describe the general content of and requirements
443 for the performance of this job. It is not to be construed as an exhaustive
449 statement of duties, responsibilities and requirements.