

Chief Engineer  
University of San Francisco

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<b>Job Title</b>	Chief Engineer
<b>Department</b>	N/A
<b>Institution</b>	University of San Francisco San Francisco, California
<b>Date Posted</b>	Jul. 10, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Facilities Operations
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<b>Job Description</b>	

Chief Engineer

University of San Francisco

Job Summary:

Under the direction of the Director of Operations, the Chief Engineer is responsible for oversight of campus engineering operations, to include operation of an on-site cogeneration power plant. The work requires comprehensive technical knowledge of college campus building and infrastructure systems including structural, building envelope, wall/floor/ceiling, electrical, telecom/data-com, mechanical, plumbing, access controls, life safety, vertical transportation, swimming pools, and water features/fountains. Interaction with department staff, internal stakeholders, vendors and contractors is extensive, primarily for the purpose of exchanging information pertaining to project assessment, information, procedures, materials, and timelines. A high degree of independent judgment and

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creativity is required to follow and modify standard, prescribed trade techniques to troubleshoot, complete assignments, plan, schedule, and monitor the work of staff and to resolve minor and sometimes major issues that arise.

The Chief Engineer will organize, assign, coordinate and oversee the performance of work, work order requests, planned maintenance and material requirements for the operation and maintenance of physical plant systems. The Chief Engineer shall be responsible for the safety, productivity, motivation and work rule compliance pertaining to the Engineers. Employees reporting to the Chief Engineer are members of Local 39 Stationary Engineers.

### Job Responsibilities:

Direct the workloads and schedules of engineers and utility engineers, including assessing their skills, abilities, safe work practices, and identifying their training needs.

Manage maintenance and repair efforts in all academic and administrative buildings, residence halls, athletic facilities, special event venues, and other locations where work order, planned maintenance, or similar work is to take place.

Assist the Facilities Management team in establishing and accomplishing goals and objectives of the Facilities Management division of the University, especially with respect to repairs, renovations, maintenance, works orders, or other projects.

Foster teamwork and camaraderie toward common goals while working alongside engineers in a leadership role.

Coordinate and facilitate within the Facilities Management Department, in cooperation with the Facilities work order desk, and with the various University user groups, the work order scheduling, production, completion, and communications.

Coordinate with approved vendors/contractors and escalate maintenance and operations requirements appropriately. Produce cost-effective, quality solution estimates for small and large projects for Facilities, Project Management and university departments.

Coordinate workloads with grounds and custodial staff as required.

Ensure that University standards and conduct are enforced.

Ensure that work is performed in accordance with applicable codes, regulations and industry standards. In consultation with the Director of Operations, monitor and limit the use of overtime to reasonable essential projects and activities.

Monitor timekeeping records to ensure compliance with the collective bargaining agreement and applicable University policies for paid and unpaid time.

Conduct daily, weekly, and monthly field inspections of work order performance, general buildings and grounds conditions, planned maintenance requirements, and damage or unusual wear and tear in order to ensure the timely and effective performance of facility maintenance service and proper use of resources.

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Conduct periodic meetings with Assistant Chiefs and Engineers.  
Keep the Director of Operations apprised of all aspects of the maintenance operations.  
Ensure integrity of maintenance supplies and equipment inventory.  
Support the development of Emergency Preparedness plans to minimize personnel injury and damage to campus infrastructure in the event of a natural or man-made disaster.  
Provide emergency response and assist with disaster relief in the aftermath of a natural or man-made disaster.  
Perform other duties as assigned.  
The responsibilities outlined above are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent of the position.

### Minimum Requirements:

Ability to plan, schedule, organize, coordinate, direct and control all aspects of logistical support for a multi-shift large work force on a 24/7 basis.  
Ability to work with management systems and a variety of skilled, unskilled, professional, administrative, union, and other industry personnel.  
Working knowledge of office administration, facilities management, work schedule and performance reporting, work force operations, safety, tools, materials, and testing protocols are required.  
Knowledge of the terms used in facilities management, nature of related trades, blueprints, buildings, grounds, equipment, controls, inventory control, codes and code requirements, and computer applications related to building operation and control is required.  
Ability to train and supervise others.  
Skill in understanding and giving oral and written instructions and directions.  
Ability to communicate effectively and respectfully with people at various levels within and outside the organization who are diverse in cultures, language groups, and abilities.  
Skill in reading and comprehending complex instructions, blueprints, directions, and Material Safety Data Sheets.  
Willingness to be accessible and available at the University at such time and under such circumstances as necessary to ensure proper management and operation of the University's physical facilities, and to facilitate student safety.  
Working knowledge of physical plant operations, materials, equipment, tools, and terminology used in building maintenance work.  
Knowledge of building, system, safety, and other applicable codes and standards.  
Knowledge of building and infrastructure systems, including structural, building envelope, roofing, building monitoring, control, access controls, life safety, electrical, mechanical, plumbing, telecom/data-com, interior floor/wall/ceiling, and vertical transportation systems.  
Knowledge of basic electrical, carpentry, welding and mechanical principles and procedures.

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Working knowledge of computer applications including Word, Excel and email programs.  
Knowledge of monitoring devices and procedures used to support greater efficiency.  
Knowledge of the methods, materials, and equipment required for the operation of swimming pools.  
Previous experience and knowledge of safe practices when storing, handling, using, and disposing of hazardous chemicals and materials.  
Knowledge of air handling units, air exchanges, and laboratory fume hood hookups.  
Knowledge of water purification units.  
Knowledge of building code compliance and occupational health and safety regulations.  
Understand how good facilities management practices support a sustainable campus.

**Additional Knowledge, Skills, and Abilities:**

High School Degree and Associate Degree in project management, business, technical services or vocational program or equivalent is required.

Completion of a recognized journeyman program in building maintenance.

Ten (10) years of supervisory / management experience with increasing responsibility in building maintenance management, equipment maintenance and repair, grounds maintenance, and related skills.

Experience in a campus or university setting is preferred.

Previous experience servicing buildings with more complex systems such as science buildings, research labs, hospitals, etc. is desired.

Any combination of education, training, and experience which meet the Universitys needs.

For information on how to apply, please visit the following link:

[url=http://apptrkr.com/1254847]www.usfjobs.com

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**Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

N/A

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