

## **Job Description: Operating Engineer**

**Date:** Summer 2021  
**Title:** Operating Engineer  
**Department:** Facilities  
**Position Reports To:** Maintenance Manager  
**Status:** Exempt / Full-time

**Summary:** The Operating Engineer is responsible for the operation, monitoring, service, and maintenance of all heating and cooling systems and controls. Responsible for optimizing the operating of all such equipment within the limits of their design and installation.

### **Job Duties:**

- Ensures proper operation, maintenance, monitoring, and repair of the Center's heating, cooling, plumbing, humidifying, and dehumidifying equipment.
- Troubleshoots electrical systems and makes repairs consistent with building code.
- Supervises and trains personnel who monitor operating units.
- Makes recommendations for heating and cooling operations, supplies, materials, and equipment.
- Maintains operating equipment logs and records.
- Establishes and executes preventative maintenance for all assigned equipment.
- Works on an on-call rotational basis.
- Participates in an after-hours, on-call rotation taking a pager to respond to emergencies.

### **Competencies:**

- Ability to work independently with minimal supervision.
- Ability to troubleshoot.
- Proficiency in supervising and mentoring subordinates.
- Willingness to stay current in the industry.

### **Supervisory Responsibilities:**

- Operating Engineer Apprentice

### **Required Education and Experience:**

- High school diploma or equivalent required.
- Four years of experience in stationary engineering to include operating low-pressure steam boilers/water heating boilers and at least one year operating commercial chillers/refrigeration equipment.
- Must be able to lift 100 lbs., climb ladders, bend and stoop, and work in crouching position.
- Maintains or is able to pass the examination necessary to obtain current license/certification for boiler or stationary equipment certification, and an EPA Universal Refrigerant License.
- Possesses or has the ability and willingness to obtain a Master Mechanical Contractor's License.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EEO Statement:**

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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## Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		x		
Standing			x	
Walking			x	
Bending Over			x	
Crawling		x		
Reaching			x	
Crouching			x	
Kneeling			x	
Balancing			x	
Pushing/Pulling			x	
Lifting/Carrying				
10 lbs or less			x	
11 lbs to 25 lbs			x	
26 lbs to 50 lbs			x	
51 lbs to 70 lbs		x		
Manual Dexterity				x
Fine Motor Skills				x
Gross Motor Skills				x
Eye/Hand Coord.				x
Near Vision			x	
Far Vision			x	
Color Recognition				x
Hearing				x

## Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	x		
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat	x		
Excessive Humidity/Dampness			x
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners	x		
Working Around Fumes/Smoke/Gas	x		
Walking on Uneven Surfaces	x		
Motorized Equipment or Vehicles	x		
Working with Machinery/Motorized Equipment	x		
Climbing on Scaffolds or Ladders	x		