

## **Job Summary**

Reporting to the Building Engineering HVAC Supervisor , the Building Engineer (BE/HVAC) plays a key role in ensuring the smooth and uninterrupted operation and integrity of critical building systems at the Bank`s 1 million sq.ft. facility. The BE/HVAC is responsible for the operation, maintenance and repair of the building's heating, ventilating, air conditioning (HVAC), refrigeration, fire protection, emergency generator, pumping, water, air and steam distribution systems. This position is part of a collaborative team of highly skilled and licensed HVAC technicians, electricians and plumbers. The BE/HVAC interacts regularly with people at all levels of the organization and our tenant firms, representing RESG as a professional partner.

## Principal Accountabilities

1. Take and evaluate operational readings of utilities and equipment, interpret status, and take appropriate corrective actions as warranted.
2. Inspect, test, and make repairs to equipment located throughout the building as assigned.
3. Ensure compliance with all policies, standards and procedures regarding shop operations and equipment repairs, including those pertaining to the Environmental Protection Agency (EPA) chlorofluorocarbon (CFC) and Hydro chlorofluorocarbon (HCFC) refrigerants.
4. Provide input and suggestions to the Building Engineering Supervisor regarding potential improvements or enhancements to systems or equipment.
5. Assist in compiling pertinent information on building operating systems to support development of required designs and plans.
6. Regularly test, evaluate and take appropriate action to chemically treat the building's piping distribution system.
7. Troubleshoot system issues by interpreting schematics, blueprints, and systems and building diagrams.
8. Respond to service requests from Bank departments and tenant firms, as assigned, for all HVAC related issues, e.g. temperature adjustments, installation of thermostats, adjustment of VAV box, etc.
9. Track and complete all work orders in a timely manner via the proprietary FedTRAC system.

10. Assist other Operations units as needed.
11. Respond to off-shift emergency calls as needed.

#### Other Accountabilities

Perform other duties as assigned. Comply with all Bank and department policies and procedures.

#### Supervision

This position is not required to directly supervise others.

#### Knowledge and Experience

This position requires a Bachelor's degree in Facility Engineering or a related field, a Massachusetts HVAC/RE

Federal Reserve Bank of Boston Journeyman's license and EPA Universal Refrigerant Recovery Certification, and a minimum of 5 years' experience working in large central plant operations. CEM Certification a plus.

- Must have a thorough and demonstrable knowledge of all types of mechanical systems, including package units, split systems, chillers, boilers, pumps, VFD's and BAS Control Systems.
- Must have experience working within a structured PM program and the ability to read, understand and interpret schematic drawings.
- Must be capable of evaluating building systems, evaluating status indicators and taking appropriate action independently without supervision; must be able to take BAS readings and develop strategies to operate at optimal efficiencies.
- Must have a successful track record of working collaboratively on HVAC teams.
- Must have a strong working knowledge of energy management best practices and must be committed to a continuous program of professional development in energy management strategies.

#### Physical Requirements

This position involves movement between departments, floors and buildings to perform work. Staff are regularly required to stand, walk, reach and use hands and arms to grasp, lift and/or move equipment weighing 20-50+ pounds; speak and hear and occasionally required to taste and smell. They are frequently required to sit, stoop, crouch, kneel, crawl, balance, climb stairs and ladders, work at heights and in environments with wide temperature ranges, working outside and inside. Specific vision abilities required include close vision, distance vision, color vision and depth perception.

**To apply, please email resume to [rob.stella@bos.frb.org](mailto:rob.stella@bos.frb.org).**

All employees assigned to this position will be subject to FBI fingerprint/ criminal background and Patriot Act/ Office of Foreign Assets Control (OFAC) watch list checks at least once every five years.

The Federal Reserve Bank of Boston is committed to a diverse and inclusive workplace and to provide equal employment opportunities to all persons without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or military service.

The above statements are intended to describe the general nature and level of work required of this position. They are not intended to be an exhaustive list of all duties, responsibilities or skills associated with this position or the personnel so classified.

While this job description is intended to be an accurate reflection of this position, management reserves the right to revise this or any job description at its discretion at any time.