

We're Seeking a "Building Operator" to Join Our TEAM!



Join our team!
We're Hiring



The ELOCEN Group[®], LLC is a Program and Project Management provider in the built environment, committed to improving the quality of lives in our communities. Key service offerings include Construction Management, Design Management, Information Technology, and Facilities & Logistics Integration. These services extend from initial pre-planning through all project development phases to final turnover/occupancy and logistics support.

Learn more at www.elocengroup.com

All interested applicants must APPLY ONLINE at
<https://elocengroup.com/careers>

Title: Building Operator
Reports to: Director of Program Operations
Department: Program Operations
FLSA Status: Non-Exempt
Date: January 2023

Company Information:

The ELOCEN Group, LLC is a small minority woman-owned Prince George's County based business that are Program and Project Management providers in the built environment with a focus on Federal & Local Government and Commercial facility projects. Our services offerings include: Construction Management, Design Management, Information Technology, Facilities & Logistics Integration.

Summary of Position:

A building operator in this class/grade typically works under general supervision, positions in this class perform a variety of duties in the operation, maintenance, and repair of stationary and industry specific equipment used in non-residential facilities. A building operator ensures stationary equipment functions correctly within a building.

Primary Responsibilities:

1. Operates, maintains, repairs, replaces and troubleshoots lighting systems, power systems, water treatment, water and steam boiler systems, and other specialized equipment.
2. Operates, maintains, repairs, replaces, troubleshoots, installs and/or assists in the installation of HVACR systems in County facilities.
3. Operates, maintains, repairs, inspects, and tests fire control systems and equipment.
4. Calibrates and maintains pneumatic, electrical and digital controls.
5. Inspects and reports operating problems to lead workers and/or supervisors.
6. Tests, balances, and maintains boiler and chiller water treatment systems.
7. Programs and reprograms stationary engineer specific facility equipment in accordance with control system strategies.
8. Keeps daily log book and makes verbal and written reports.
9. Utilizes computerized maintenance management system (CMMS) to generate and retrieve assigned duties such as preventative and corrective maintenance work orders.
10. Prepares purchase documents for fuel, equipment, and maintenance supplies for approval.
11. Recommends changes to improve efficiency and economy.
12. Assists Lead Building Operator and others by providing input in designing, building, installing, retrofitting, upgrading, and connecting control systems.
13. Performs preventative maintenance on related mechanical, electrical, and piping systems.
14. Ensures clean and orderly condition of boiler rooms and related equipment rooms.
15. Performs related duties as assigned.
16. Represent ELOCEN, as requested, at industry-related organizations/ events.

Additional Functions

1. Understand and follow verbal and written instructions
2. Read, interpret, and work from plans, drawings, and specifications including, but not limited to, building blueprints and electrical diagrams
3. Use testing equipment for electronics, pneumatics, air-flow, speed, temperature, humidity, etc.
4. Use welding equipment, small power tools such as saws, drills, grinders, etc., and hand tools such as wrenches, pliers, hammers, ratchet socket sets, etc., in a proper and safe manner
5. Learn to analyze situations accurately and take effective action
6. Maintain records and make reports
7. Have a familiarity with computerized maintenance management systems
8. Read, write, and speak English at a level necessary for satisfactory job performance
9. Learn to utilize computer equipment to enter, maintain and extract information
10. Research, read and understand applicable (building, plumbing, and electrical) codes

Minimum Qualifications (Education, Experience, Skills):

1. Two years of full-time, paid experience operating, maintaining, repairing, and installing heating, ventilating, air conditioning, refrigeration, power systems, water treatment, fire life safety systems, or water and steam pressure boilers.
2. State of Maryland Stationary Engineer Grade 4 Certification, preferred
3. CFC certification, minimum

Personal Characteristics:

1. Strong analytical, numerical, and reasoning abilities.
2. Participative work style type—advocates team concept.
3. Well-developed interpersonal skills. Ability to get along with diverse personalities.
4. Ability to establish credibility and be decisive—but able to recognize and support the organization's preferences and priorities.
5. Effective communication skills, written and verbal.
6. Results oriented with the ability to balance other business considerations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting up to 25 lbs. as required to retrieve or store materials throughout the workday.

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