

# ARIZONA DEPARTMENT OF ADMINISTRATION

Arizona is on a mission to become the #1 state in the nation in which to live, work, play, get an education, and retire. The General Services Division (GSD) provides a variety of business operations, planning and construction oversight to agencies, boards, commissions and ADOA divisions. Visit our website at <http://www.gsd.az.gov>

## BUILDING ENGINEER

### LOCATION

100 N 15th Ave Phoenix AZ 85007

### JOB SUMMARY

**Driving Requirement:** In-state travel is required. An acceptable driving record for the last 39 months is required including no DUI, suspensions or revocations and less than 8 points on your license. A copy of your MVR (Motor Vehicle Record) is required at the time of your interview, **if an Out of State Driver License was held within the last 39 months**. Employees who drive on state business must complete any required driver training (see Arizona Administrative Code R2-10-207.12.). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.

This position is responsible for repairs to ADOA managed buildings by ensuring that maintenance calls for service are handled in the most efficient way possible, as well as the day-to-day maintenance, repair, and efficient operation of all building systems and equipment. The Building Engineer **is required to work some weekends and holidays and assist in after-hours work**. Responsibilities include:

- Troubleshooting, maintaining, inspecting, modifying and repairing plumbing systems, electrical systems, overhead door & gates, fire alarm systems, fire sprinkler, automatic doors, carpet & tile floors, drywall & painting, ceiling tiles, lights, emergency systems, door hardware and elevators
- Conducting periodic general preventative maintenance on the mechanical, electrical, HVAC and plumbing systems, which involves normal lubrication, adjustment, cleaning, replacement of consumable parts (such as filters, indicator lights), and periodic testing of the equipment

- Utilizing computerized maintenance management system in real-time for new requests, parts orders, updates, and completion data
- Interacting with customers from beginning to completion of each work order
- Interacting with contractors to schedule, assist and ensure on-time completion of contracted projects

### **KNOWLEDGE, SKILLS, & ABILITIES**

The successful candidate will be highly motivated and confident in achieving successful results; an aptitude to work effectively with others within the formal or informal structure of teams or groups; be interested in and enjoy working independently. You will have knowledge in electrical, mechanical and HVAC/Stationary Engineering systems; preventative maintenance and work order software systems, current construction principle, methods and techniques. Your excellent analytical and problem solving skills will enable you to read and interpret blueprints, schematics and ladder diagrams. You will also be able to read and interpret building codes.

### **SPECIAL SELECTION FACTOR**

Certification for refrigerant recovery (EPA Universal Certification)

### **BENEFITS**

The State of Arizona will provide the following to you:

- A [robust and affordable insurance](#) plan to include medical, dental, life, short-term and long-term disability options
- A top-ranked [retirement program](#) with 100% employer matched contribution
- 10 paid holidays per year
- Accrued vacation and sick days
- An incentivized [commuter club](#) and public transportation [subsidy program](#)
- Work-life balance and additional options for life betterment such as: deferred compensation, credit union membership, and a wellness program
- Rewarding work that impacts the people of Arizona

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. All newly hired employees will be subject to E-Verify Employment Eligibility Verification. Click the APPLY NOW button to submit your application.

***Having trouble applying for this position?  
Email [HRIShelpdesk@azdoa.gov](mailto:HRIShelpdesk@azdoa.gov) or call 602-542-4700 for assistance.***