



Job Description

Job Title: Engineer

Reports to: Chief Engineer

Supervises: None

Status: Non-Exempt, Full Time

Job Purpose

The Engineer will be a part of a highly motivated team of engineers capable of handling mechanical systems, preventative maintenance, repair and renovation projects in house. These tasks will include but not be limited to making repairs and monitoring all building systems such as: HVACR, normal and emergency power, elevators, preventative maintenance and craft work, control systems, and plumbing.

Essential Duties and Responsibilities

- Makes repairs on all mechanical/electrical equipment and checks their operation as assigned

Perform the following duties as assigned:

- Regulates, checks, adjusts, start and stop all operating systems and equipment such as, but not limited to:
 - Steam heating systems
 - Water heating systems
 - HVAC system
 - Pneumatic systems
 - Water treatment systems
 - Kitchen equipment
 - All control systems
- Responsible for the proper operation and shut down of all utilities such as, but not limited to:
 - Water
 - Electricity
 - Steam/condensate
 - Pneumatic air
- Cleans, oils and makes repairs to all equipment such as, but not limited to:
 - Fans
 - Pumps
 - Chillers
 - Motors
 - Freezers/refrigerators
 - Generators



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- Air compressors
- Monitors elevator operations including:
 - Checking indicator lights
 - Check operation of sump pumps
 - Maintain monthly reports
 - Coordinate shutdowns
 - Perform or attain assistance in removal of people from elevators
- Modifies HVAC systems and sheetmetal ductwork:
 - Moving parts/belts, pulleys and couplings
 - Electrical systems/starters, overloads controls
 - Tubing and piping/brazing and solder
 - Controls
 - Electric
 - Electronic
 - Pneumatic
 - Sheetmetal, repairs, and installation
 - Dampers
 - Duct work
 - Grills
 - Ventilators
 - Louvers
- Performs system start up functions on HVAC and other related equipment by:
 - Lubrication, motor, pumps, fan compressors
 - Mechanical adjustments, belts, couplings, controls
 - Replace worn and faulty components
 - Leak testing/refrigerants, steam, water, compressed air
 - Replenishment of fluid levels
- Completes preventative maintenance work orders and logs
- Inspects electrical distribution systems, locate short circuits, loose connections, etc. and makes minor repairs and rest systems
- Monitors emergency generator operations and trouble shooting system
- Constructs, repairs, and modifies sheetmetal ductwork
- Places fire systems on hold when requested and make repairs as required
- Conducts tours for but not limited to:
 - Sprinkler/fire pump testing for city
 - Elevator inspections
- Monitors and respond to alarms
- Assists on Hall construction jobs, renovation projects and monitor contractors as assigned
- Calibrates instruments
- Maintains tools and inventory
- Keeps mechanical rooms, engine room, and elevator rooms clean and safe



Required Education, Experience and Abilities:

- 2 years of engineering experience in a building trade
- Certification from an accredited Technical School
- Ability to communicate well both verbally & in writing

Preferred Education, Experience and Abilities:

- Associates Degree in a Building Trade
- Licensed Journeyman in one of the following building trades: electrician, machinist, plumber, or HVAC

Physical Requirements:

- Ability to operate related equipment
- Ability to work on a computer
- Ability to stand for long periods of time
- Ability to repeat the same movements
- Ability to perform considerable physical activity: Ability to lift 50 lb, twist, stoop, kneel, crouch or crawl
- Ability to work near moving mechanical parts
- Ability to work in confined spaces
- Ability to work at heights, such as on ladders and scaffolding

All new hires must be compliant upon hire with the PSI COVID-19 Vaccination Policy (presenting proof of COVID-19 full vaccination or having requested and received an approved accommodation).

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The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

Please submit Resumes and Cover Letters to hr@pittsburghsymphony.org