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# Example of Assistant Chief Engineer Job Description

Our growing company is looking to fill the role of assistant chief engineer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant chief engineer

* Attends all construction and all other meetings as required regarding The University Center
* Liaises with all construction trades and trades management on a daily basis
* Reviews and is familiar with all phases and aspects of the construction of The University Center
* Conducts daily inspections of all work being conducted in all locations within The University Center
* Reports any discrepancies in the building of and materials used in the building of The University Center
* Assists in the development of daily, weekly, monthly, policies and operations for The University Center
* Obtains the required FDNY certificates for 65 5th Avenue (The University Center) as soon as possible including but not limited to FSD (if applicable), EAP (if applicable), S-12 (Citywide Sprinkler Maintenance), S-13 (Citywide Standpipe Maintenance), G-35 / A-35 (High Pressure Compressor), (Low Pressure Boiler), F-95 (Interior Fire Alarm), F-01 (Fire Guard – Citywide for Impairment), F-60 (Fire Guard – Torch Use), F-94 (Fire Guard – Public Assembly), C-30 (Spray Booth Operations)
* This role will have 24/7 on call responsibilities
* Conduct or assist with semi-annual reviews of the engineering staff using the IPMP Tool
* Organize and manage all administrative functions related to the engineering department, such as a work order and PM program, work schedules, monthly reports, budgets, timesheets, ordering supplies

## Qualifications for assistant chief engineer

* Minimum of 5 years of experience in Facility/Plant Engineering Maintenance
* This job requires working in a professional office setting
* May be working indoors and outdoors in a range of temperatures that may vary from hot to cold
* Bending, lifting, twisting and standing for long hours may be required
* Must be able to read, analyze, and interpret legal documents (lease documents, claims of lien, ), general business periodicals, professional journals, technical procedures, or government regulations
* Minimum of 10 years of experience in Maintenance field