Job Code: V10J46
Job Title: Analyst, Engineering & Ops

Job Summary:
This position is responsible for providing analytical support for the Engineering, Operations, and Sustainability functions. This position also acts as the department’s liaison with the purchasing function. This position reports to the Director of Operations.

Principal Accountabilities:
Compile and execute all RFP’s, SCT’s, PO’s, contract amendments, and all purchasing documentation for Engineering and Operations areas. Develop RFP’s using scope of work provided, and follow through entire purchasing process to ensure RFP is bid within specified timeframe. Act as Department liaison on all purchasing matters.

Perform monthly reconciliation of energy usage for the facility and report usage to Directors of Operations and Sustainability. Compare usage and cost against budget plan and provide variance explanations.

Input energy usage into US EPA Energy Star program each month. Act as liaison with EPA for Energy Star as required. Obtain Energy Star designation for facility on an annual basis.

Track and record data for usage, generation, and status of items and functions within the Engineering, Operations, and Sustainability areas. Items will include but not be limited to, recycling, preventative maintenance, overtime, training, organizational changes, elevator callbacks, capital project status and spend vs. project timeline and budget. Reports to be distributed as requested to Directors of each area.

Support efforts related to LEED certification of the building. Support to include documentation, analysis, and reporting of LEED related activities as required by USGBC.

Independently conduct research, and prepare various ad-hoc reports or analysis. Supports Director of Operations on various FRB System Facility Work Group initiatives.

Conduct property tours daily at direction of Operations Director to ensure that the property is being maintained in a first class manner consistent with a class A commercial property. Assign service requests to proper unit based on property condition assessment.

Other Accountabilities:
Perform other duties as assigned
Supervision:
This position is not required to directly supervise others.

Knowledge and Experience:
Knowledge and experience normally acquired through, or equivalent to, the completion of a Bachelor’s degree and a minimum of 1-3 years of job related experience in commercial real estate. LEED accreditation desirable.

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.

All employees who are assigned to this position will be subject to credit, FBI fingerprint/ criminal background and Patriot Act/ Office of Foreign Assets Control (OFAC) watch list checks at least once every five years. Successful internal posting candidates will also be subject to credit re-screening before transferring.

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.

Last Update: 4/16/2013