

Crown Energy Services, Inc., dba
Able Engineering Services

Facilities Engineering & Maintenance Services



Engineering
Services

**GSA Multiple Award Schedule
Contract No. GS-21F-0226W**

**Schedule No. 03FAC
Contract Period: 9/27/10-9/26/15**

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Hourly Price

811 002 Complete Facilities Maintenance and 003 97 Ancillary Repair and Alterations	
Service Proposed (Job Title/Task)	Hourly Price (Midwest Union Local 399)
Facility Manager (salaried)	\$86.50
Director of Engineering (salaried)	\$89.83
Project Manager (salaried)	\$83.04
Administrative Assistant	\$27.68
Chief Engineer	\$59.23
Assistant Chief Engineer	\$55.06
Engineer	\$47.10
Painter	\$41.52
Electrician	\$51.90
General Maintenance	\$38.75

****NOTE:** Descriptions for each of the job titles in the table above are included as an appendix to this proposal.

Qualifications

Company Background

Able Engineering Services (AES), a privately held corporation, has been providing stationary engineers to clients throughout the United States since 1995. Among the largest employers of stationary engineers in the nation, AES has the requisite expertise and experience, state-of-the-art technologies, and depth of resources to maximize operational efficiency and cost-effectiveness, while balancing the need for environmental comfort, convenience and safety.

Our trades experience includes HVAC, life safety, plumbing, electrical, mechanical, basic carpentry, painting, dry wall repair, door and hardware repair, locksmithing and all other trades involving general building maintenance practices. Market segments include: data centers, commercial office, hospitality, life science, retail, residential high-rise, industrial, medical office, and government.

We employ both union and non-union engineers, with more than 2,800 skilled trades professionals performing services in 27 states and maintaining more than 450 million square feet on a daily basis. We have regional offices located strategically throughout the country, including offices in Philadelphia, Boston, Manhattan, New Jersey, Washington, DC, Chicago, Houston, San Francisco, Los Angeles, Orange County, San Diego, Seattle, and Portland. The number of AES employees by region is shown right.

Core Expertise

The heart of our business lies in understanding the operation of facilities, buildings and infrastructure, as well as how these facilities support the people they accommodate. AES provides outsourced engineering and maintenance solutions at more than 750 facilities nationwide. Our range of expertise, depth of experience and broad geographic coverage enable us to serve either small buildings or large portfolios.

Our staff includes highly skilled professionals with engineering expertise and indispensable technical know-how who will work closely with your personnel to meet key facilities services objectives. This expertise includes maintenance of most mechanical, electrical, plumbing and utility systems and equipment. Every

AES engineering manager has also served as a chief engineer, thus bringing the hands-on experience essential to keeping facilities operating at optimum efficiency.

As detailed later in this proposal, we have proven tools and processes to ensure standardized delivery of services. We leverage leading technology to automate virtually every aspect of engineering and maintenance management, and are flexible enough to either adopt the client's system or introduce our own turnkey system at no additional charge.

AES Region	Employees
Pacific Northwest	109
Northern California	837
Southern California	941
Southwest	120
Midwest	368
Northeast	352
DC/Southeast	92

Relevant GSA Experience

Everett McKinley Dirksen U.S. Courthouse and John C. Kluczynski (JCK) Federal Building Chicago

CUSTOMER/CLIENT NAME

GSA

TYPE OF FACILITY

Office buildings

BUILDING SIZE

1.3 million square feet/30 floors (Dirksen USCH); 1.2 million square feet/45 floors (JCK)

CONTRACT NAME AND NUMBER

Mechanical Operations & Maintenance Services (Emergency Mobilization)
GS-05P-10-SI-C-0010

DATES OF PERFORMANCE

November 2009 to August 2010

CONTRACT VALUE (RECEIVED AND TOTAL)

\$2,911,188 (Dirksen USCH); \$3,211,830 (JCK)

CUSTOMER POINT OF CONTACT

Dirksen USCH
Antoine Bell
312/353-6225
antoine.bell@gsa.gov

JCK Federal Building
Petar Rogic
312/353-5061
petar.rogic@gsa.gov

SUMMARY OF CONTRACT

As prime contractor for mechanical O&M services at the Dirksen USCH, JCK Federal Building, and US Post Office Loop Station, AES performed inspection and testing of building equipment and systems and was also responsible for preventive maintenance, repairs, and service calls. **AES significantly improved operating efficiency and reduced costs, even though two of the buildings were undergoing major renovations. Performance-boosting achievements include:**

- Decreasing electrical usage 36.98% compared to 2003, and by 12.98% from previous year
- Decreasing water usage 36.10% compared to 2007, and by 8.26% from previous year
- Decreasing natural gas usage by 3%
- Cutting work order calls by 9% compared to previous year
- Expanding preventive maintenance program, with no major equipment breakdowns

After successfully completing this work as a prime contractor, AES is now serving as a subcontractor to the prime under a construction contract, continuing to partner with the GSA Maintenance Office to deliver responsive, quality service.



Operating Strategy

Our Primary Objective

Our overall operating strategy focuses on several key areas:

- Asset preservation
- Operational efficiency
- Vendor management
- Safety

AES will furnish engineering labor, operations platform and technical support to maintain the facility's mechanical, electrical, plumbing and utility systems. Our primary objective is to maximize operational efficiency, while balancing the need for environmental comfort, cost effectiveness, convenience and safety. AES will apply professional management concepts and contemporary/scientific methodologies to achieve these objectives and meet the needs of occupants. The AES operations platform is tailored to each facility, but is built on the key components detailed below.

Quality Control

AES provides a systematic and consistent Quality Control Program (QCP), which is tailored to the facility and is continually updated to meet client needs. The onsite project manager ensures that all facets of the program, detailed below, are followed.

Engineering Minimum Standards & Audits

These standards are the foundation of the quality control program and detail the operational expectations of our engineering staff within a facility. Based on these standards, we developed an operational audit checklist to measure the performance of AES facility staff. AES engineering managers perform annual audits of plant operations, safety policies, life-safety operations, recordkeeping, and administrative operations and present results to clients in formalized reports. The audit process consists of a facility tour; a thorough equipment review documenting the condition of the facility with photographs; interviews with staff to ensure implementation of key engineering programs; and review of engineering documents and required permits. A followup inspection is scheduled to ensure non-compliance items have been corrected.

Monthly Self-Inspections

AES requires the chief engineer to complete a self-inspection at the facility every month to ensure operations are in compliance with minimum standards—it includes evaluation of equipment, recordkeeping, safety, and crew appearance.

Rounds & Readings

A key benefit of employing full-time engineers onsite is the ability to frequently inspect equipment condition and operation. AES requires a documented inspection program that uses pre-printed log sheets that identify major facility systems and components. Information gathered includes run hours, equipment status, and inspection data.

Employee Skill-Level Evaluations

To ensure engineers are qualified for their role, job descriptions are reviewed with new employees and expectations are set based on these descriptions. Skill-level evaluations are completed when required. To keep staff informed, AES provides regular training for all employees. The training also provides an opportunity to review mandatory safety-related topics and maintain employee technical skills. All employees undergo a proficiency evaluation on each training topic, and technical training is provided based on an employee's proficiency level.

Building Operations Manual

At the onset of services, AES provides a well-researched and detailed engineering operations manual and auditing/benchmarking process to ensure quality control. Documented categories include code and ordinance guidelines; safety equipment practices; and adminis-

trative requirements. The manual also includes a self-audit inspection checklist. AES, in conjunction with governmental regulatory agencies and national associations, and in accordance with established industry practices, has adopted operational standards and policies that apply to all AES jobsites.

Injury and Illness Prevention/Safety

AES' Safety Department, with the assistance of our insurance provider, has developed and implemented an Injury and Illness Prevention Plan (IIPP) that meets industry standards and is the foundation of our safety program. Additionally, we review specific industry standards as per exposures of our client sites. Safety audits are conducted by the Safety Department or by Able management at client sites to ensure compliance with state and federal laws. We also use the professional services of a Certified Safety Professional from our insurance carrier, Zurich, and have access to hundreds of risk engineers nationwide. On the first transition meeting with new clients, AES reviews the entire IIPP with personnel. In conjunction with the facility lead engineer, we then initiate a broad-based, onsite safety program, including:

- Ongoing industrial and personal safety training
- Hazardous materials safety training and HAZCOM
- Development of a comprehensive safety manual
- Monthly staff safety meetings
- Seminars, bulletins and workshops
- Onsite walk-through inspections

Our primary purpose is to educate employees in personal safety and in maintaining a safe work environment by working proactively. AES not only provides educational safety materials, but also performs site inspections to identify and eliminate workplace hazards and reduce accidents and insurance costs. We enforce mandatory workplace crew training and conduct special seminars, video presentations and walk-through audit reviews.

In addition to providing in-house specialized training, AES has partnered with BLR-Training Center to ensure that safety is a priority in the workplace. We require that all employees participate in a biweekly online training program, and attendance is tracked online. Training is also reviewed in monthly safety meetings. BLR training topics, which are selected according to OSHA requirements and industry trends, include the following.

SLIPS, TRIPS, AND FALLS. This course teaches employees how to avoid and eliminate slip and trip hazards while at work. By the end of the course, participants are able to identify slip, trip, and fall hazards at work, as well as understand safety specifications and features of walking surfaces and openings and how to use stairs and ladders safely.

ELECTRICAL SAFETY. This online course discusses the hazards of electricity and how to prevent exposure to them. By the end of the session, participants are able to identify and avoid common electrical hazards, and follow safe electrical work practices around electrical equipment.

FALL PROTECTION. This online course teaches employees how to recognize fall safety hazards and identify when fall protection is needed; use basic fall protection systems; prevent objects from falling; inspect personal fall arrest systems; and rescue themselves and others from falls.

ARC FLASH SAFETY. This online course teaches employees the risks of working on or near energized electrical equipment. It also discusses procedures for preventing an arc flash accident, and how employees can protect themselves from the hazards of an arc flash while at work.

EYE PROTECTION. This online course teaches employees the basics of eye protection on the job, including identifying potential work areas and activities that could cause injury to eyes and understanding how to prevent those injuries. Also covered is the use, maintenance, and inspection of protective eyewear as well as the appropriate first aid for emergencies while at work.

RESPIRATORY PROTECTION. This online course is designed to help protect employees from the effects of airborne hazardous

substances in the workplace. Employees learn to identify the hazards of airborne contaminants; use appropriate respiratory protection; recognize the limitations and capabilities of respirators in the workplace; and inspect, maintain, and store respirators.

EMERGENCY ACTION & FIRE PREVENTION. This online course teaches employees to understand workplace hazards that lead to an emergency and how to respond quickly and efficiently to an emergency situation. Also covered in this training course are how to evacuate an area in an emergency, protect others from fire and other hazards, prevent fires, and respond to fires and spills while at work.

LADDER SAFETY. This session covers key issues involved in working safely with ladders, including information on portable ladders.

PERSONAL PROTECTIVE EQUIPMENT (PPE). This online course is designed to teach supervisors and facility managers how to conduct hazard assessments and select appropriate PPE for the situation. By the end of the training session, supervisors understand how to evaluate workplace and job functions for potential hazards, determine the correct PPE for protection, and demonstrate proper use and care of equipment.

Management Approach

AES operates and maintains all base building infrastructures, except for specialty systems such as chillers and boilers. For chillers and boilers, AES staff perform tasks such as punching tubes, but use specialty subcontractors to calibrate the controls associated with these systems.

Upon contract award, a primary and secondary engineering manager are assigned for each facility. During the startup phase, both managers interview employees at the site to familiarize themselves with facility operations. Supervision of operations and maintenance is performed in conjunction with the designated lead engineer—the onsite employee who is directly involved in day-to-day operation of the facility. Additionally, the lead engineer can delegate tasks as needed to support facility operations. The primary engineering manager will be active at the site on a regular basis to ensure that standards as well as client expectations are met—every client has 24/7 access to their primary engineering manager.

AES managers spend the majority of their time in the field with employees and clients at each site. As former chief engineers themselves, these managers understand not only day-to-day operations, but what each individual must do to fulfill contract requirements. This level of interaction and functioning as a team pays immeasurable dividends in the execution of work. At each facility, AES aggressively pursues the following goals:

- Operate equipment at its maximum efficiency.
- Extend equipment life through proper preventive maintenance.
- Reduce maintenance costs without compromising comfort.
- Maintain a high level of professional support.
- Investigate the cause of breakdowns and determine appropriate remedies.
- Keep abreast of the latest technologies and practices.
- Maintain and provide critical records and reports.
- Actively participate with our onsite engineering staff in making informed decisions.
- Provide consistent customer/tenant response to service requests.

Preventive Maintenance Program

Asset preservation starts with preventive maintenance (PM). The first step is to identify the building's assets. Once identified, AES creates tasking procedures and assigns schedules for preventive maintenance. A comprehensive annual maintenance schedule is developed to ensure the anticipated workload is balanced. This schedule is evaluated quarterly so that workflow is efficiently distributed throughout the year. Reporting functions are used to determine workload due to general building maintenance and PM requirements, and PM is rescheduled appropriately.

To manage the process, the AES engineering manager meets with AES staff and the client management team as part of a regular forecast to evaluate PM completion rates and productivity. Furthermore, managing PM and general maintenance requires ensuring that quality assurance practices are in place. AES provides a systematic and consistent quality assurance program that is continually reviewed and updated to meet the needs of our clients and the industry. The entire management team meets to review and update these programs. Executive management then reviews and approves the programs to confirm they are the best in the industry.

Actions are continually audited and corrected based on the procedures outlined in our Quality Control Program (discussed previously). When improvement opportunities are discovered, findings are shared with AES' entire management team. Programs are also tailored to the facility's requirements.

The AES maintenance approach is consistent with accepted engineering best practices. Our maintenance approach consists of preventive and predictive maintenance on all mechanical systems. PM is designed to provide the proper care to all mechanical systems and components to keep them operating at peak performance according to manufacturer specifications. Predictive maintenance, including vibration analysis, eddy current testing, thermo-graphic imaging, etc., provides tools for analyzing the exact condition of equipment, identifying small deficiencies before they are otherwise apparent, and managing the frequency of PM or parts replacement based on solid data.

Standard PM procedures and frequency are based on the manufacturer's operations and maintenance manual. If an O&M manual is unavailable, a schedule and procedures are developed based on engineering best practices and documentation for similar equipment.

AES has experience maintaining various types of capital asset equipment. When AES describes systems as critical, we generally think in terms of the operations those systems support, not necessarily the equipment itself. For example, while life-safety systems are always critical, whether a fan is critical depends on the operation it supports. A fan coil unit supplying a data center and the exhaust fan maintaining a critical pressure differential in a bio-tech facility are critical systems, while a fan coil unit supplying a vacant space is not. The criticality of a repair is also dependent on the number of redundant systems in place. Failure of a pump that shuts down a plant is clearly much more critical than failure of a pump for which there are three functioning redundant pumps. Nearly all equipment we maintain is included in our PM schedules. The rare exceptions include low-cost stand-alone equipment that is not critical. Examples of equipment not included in PM might include a breakroom microwave oven, or a residential kitchen garbage disposal. This equipment may be classified as "run to fail."

The lead engineer along with the engineering manager are responsible for training new staff on site-specific facilities Standard Operating Procedures (SOPs). Once the initial training is completed a periodic follow up is then scheduled to review SOPs.

Procurement Program

AES has a great deal of experience assisting clients in the procurement of parts, materials, and service contracts. Additionally, AES can provide savings through improved RFP and procurement processes. AES is willing to work closely with our client's management teams to assist in bidding major R&M Service agreements. In fire-life safety, we would expect to see a 5-

10% reduction. Other examples where we would expect to see savings are chiller maintenance, elevators, and lighting.

This is completed through proven practices based on the following assumptions:

- Material expenses can be reduced via use of AES national procurement agreements.
- Logical and specific RFPs can be created using AES' knowledge of client needs and local code requirements.

Our Procurement Partner Program enables clients to take advantage of buying power not seen anywhere else in the country. AES has negotiated these deals on behalf of our clients and offers them at no additional charge. Participation in any of the Procurement Partner programs is at the sole discretion of the client. Below are a sampling of available discounts.

Service/Product	Vendor	Discount
Air Filters	Total Filtration Services	40-50%
Chillers	Trane	15-60%
Electrical/GE	Light Source	40-50%
HVAC & Refrigeration	Burke Engineering Co.	35-75%
Maintenance Supplies	Ingersoll-Rand Co. Grainger	20-50% 15-60%
Motors & Pump Repairs	Vincent Electric Co.	50%
MRO Parts	Dyna Systems	50-60%
Water Treatment	Chem-Aqua	12%

Emergency Response Planning

One of our core objectives on every assignment is to execute the contract in compliance with all applicable occupational safety and health standards. Our goal is to provide a safe and comfortable work environment for the occupants of each facility. The AES Workplace Safety Plan covers the full scope of safety issues, including, but not limited to:

- Inspection and evaluation of workplace hazards
- OSHA compliance
- Hazmat handling and communication
- MSDS right to know

- Electrical safety (including lock out/tag out)
- Confined space work and training

Furthermore, AES maintains building fire-life safety systems in a first-class manner to protect occupants of the building, ensure compliance with local laws and insurance requirements, and minimize owner liability.

Should an accident or other emergency occur, we have an emergency management plan that specifies procedures, response times, and anticipated duration of recovery for various situations. In general, the site-specific emergency response document addresses electrical power outage, chilled water and condenser water systems, air handling systems, heating systems, domestic water systems, compressed air systems, natural gas systems, physical building and other structures, generators, fuel/chemical spills and other environmental disasters, as well as extreme climate conditions.

To ensure a rapid response in emergencies, AES is enrolled in the GETS (land line) and WPS (cell phone) programs available exclusively through the National Communications System, which allow us priority access to make emergency calls and give us a significant advantage in our industry. AES managers qualify for this program because they play a key role in the dispatch, management, and support of labor in critical facilities.

Outline of Services

AES' approach to building engineering services is to deliver a high-quality operations plan, safety plan, and preventive maintenance program, and furnish the engineering labor and technical support essential to maintain a facility's mechanical, electrical, plumbing and utility systems. Our primary objective is to maximize operational efficiency and cost-effectiveness, while balancing the need for environmental comfort, convenience, and safety.

Engineering employees perform repairs on electrical, plumbing, and HVAC systems in the buildings, as well as perform and maintain a thorough preventive maintenance program on each piece of mechanical equipment. AES provides clients with reports that identify all equipment along with the preventive maintenance repairs completed on a monthly, quarterly, and annual basis. In addition, we provide reports that show all work order tickets for non-preventive maintenance or emergency work completed each month.

AES offers clients a broad range of services and programs—the features and benefits of some are detailed below.

Standard Services & Benefits

Technical Management Support

Upon contract award, a primary engineering manager is assigned to serve as the main support for the onsite lead engineer. The engineering manager is responsible for overall implementation of AES policies and procedures, engineering standards and safety programs, and also manages human resources with emphasis on minimizing liability and risk exposure.

An Inspired & Experienced Labor Pool

As one of the largest employers of stationary engineers in the US, AES is a desirable company to work for. But we believe how we treat employees—with respect and dignity—is also a factor in attracting and keeping good people. Our staff includes skilled professionals with engineering expertise and indispensable technical know-how, including maintenance of most mechanical, electrical, plumbing and utility systems and equipment.

Cutting-Edge Resources

We leverage leading technology to automate virtually every aspect of an engineering and maintenance department's

management requirements. The heart of our business lies in understanding the operating facilities, buildings and infrastructure, as well as the people they accommodate. Our centralized support staff carefully monitor policy regulating agencies to stay a step ahead of our competitors. We attain the next level by offering:

- A comprehensive engineering standards manual fine-tuned to address individual facility needs
- Quality control follow-ups with detailed audit inspections and reports
- Frequent client survey evaluations

Web-Based PM & Work Order System

AES offers a web-based work order program called Web Works for our clients' facilities. This program can include both scheduled work orders (preventive maintenance) and reactive work orders. This enables lead engineers and clients to track the progress of work by simply going onto the internet, without having to install special software. Key capabilities include:

- Managing service requests
- Developing detailed workplans & maintenance objectives
- Managing labor and contractor work
- Tracking & maintaining inventory
- Managing inventory requests and vendor performance
- Purchasing inventory and non-inventory items
- Reporting & analyzing all aspects of work performance

- Allowing users to see only data pertinent to them
- Notifying others via email should a status change affect decisionmaking

Once basic equipment data is collected at the site level, the information is entered into the system at AES's main office. To help ensure that the data being entered into the system is consistent throughout the operation, Web Works uses drop down menus and straightforward look-up tables. The system then automatically generates and completes a detailed preventive maintenance program for distribution to the work site.

Existing work orders can be modified, new pieces of equipment added, or maintenance schedules easily changed. Web Works also provides a detailed history of maintenance activities for each piece of equipment included in the data base. This type of information can prove to be a valuable historical record as equipment ages.

Performance & Management Reports

At the start of each contract a variety of beneficial reports are offered, including the following:

LABOR PROFILE SUMMARY: Report shows labor hours for various categories of engineering labor, including numeric and graphical summaries comparing current month with year-to-date. These profiles help identify trends or unusual activity.

STAFFING AUDIT: This is an extremely beneficial tool in evaluating staffing levels depending on capital assets, facility square footage, and service level requirements. Another component of the manpower audit is to evaluate the current staffing level and classifications to ensure the client has the correct number and classification of employees. AES managers who conduct onsite audits have previous experience serving as chief engineers or are otherwise experts in evaluating staffing and equipment. The process used to develop recommendations consists of:

- A facilities overview detailing facility size, activities related to engineering workload, and changes that may have influenced workload
- A worksheet that allocates time required for majority of engineering department tasks

- Use of AES data on similar assets throughout the US as a benchmark

From this, we then determine the reasonable staffing level required to maintain the facility.

MONTHLY STATUS REPORT: Lead engineers document significant departmental activities on a monthly basis. The report details breakdowns and repairs, life-safety issues, status of ongoing projects and preventive maintenance, and safety programs.

Centralized Support Services

AES maintains a centralized administrative and support location, which helps reduce the administrative workload at the client facility. Central support services include:

- Customized and expanded payroll administration (benefits such as medical insurance, dental and vision plan, life insurance and 401k options)
- Automated preventive maintenance program

The PM system automatically generates a detailed PM program for each work site. The program is fluid in that existing work orders can be modified, new pieces of equipment added, or maintenance schedules changed. The AES preventive maintenance program also provides a detailed maintenance history for each piece of equipment in the database. This information becomes especially important as the various pieces of equipment age.

Energy Management/Audits

AES has developed close ties with professional energy management vendors who can lower your facility's energy costs and create more efficient operational strategies. The following services are available:

- Energy audits
- Cost savings analysis and control
- Product installation
- Utility rebates
- Product updates
- Code compliance
- Energy Star products

ENERGY AUDITS: Anticipating client demand for Green initiatives and energy usage evaluation, AES has developed and implemented an Energy Audit Program currently in use across the country. Results of these audits highlight opportunities for operational efficiencies; the AES management team then provides prioritized recommendations based on client input and objectives. Putting the AES energy audit into action has enabled clients to realize savings ranging from 2 to 5 % of energy costs.

Partnering with MACH Energy to Reduce Utility Costs

MACH Energy, a national firm founded by energy industry professionals in 2001, provides a web-based tool to manage electricity costs. Firm founders applied their knowledge of electric utilities, tariffs and rates, and advanced metering technologies to develop MACH's Asset Manager™ solution, enabling building owners, managers and operators to monitor usage and measure savings for their portfolios throughout a multitude of markets and utility jurisdictions across the country.

Electric utilities are one of the single-largest controllable operating expenses related to real estate portfolios. MACH Energy customers achieve average net savings of 5% annually. Such substantial savings can help lower base year rents, making properties more competitive and boosting portfolio value.

MACH Energy gives AES customers a minimum 15% discount on set up, training and subscription fees for its Asset Manager™ software service.

Maguire Properties—An “Energy Star”

In 2007, AES assumed engineering services for nine buildings totaling 9.2 million square feet of Class A commercial office space in downtown Los Angeles.

Over the past 4 years, we successfully reduced the energy consumption by implementing operational optimization programs and performing a variety of commissioning initiatives. To date, we have realized energy savings totaling 32 million KWH (a cost savings of \$4.7 million, or a total of 26% savings).

In addition, each facility is benchmarked in the EPA Energy Star Portfolio Manager with an average rating of 94 and an average energy intensity of 54 KBTU/sq ft, far below the national average of 93 KBTU/sq ft for similar buildings.

Green Program

Part of being a responsible member of the business community is being a responsible member of the world community and protecting the environment. Able has embraced "green" engineering and cleaning, recognizing that supporting and promoting environmental stewardship is a necessity. As we evaluate our day-to-day operations, we are always looking for the most innovative and sustainable products to help promote this effort.

The most widely known organization for Green Engineering/Cleaning is the United States Green Building Council. Able Service is proud to have been a member long before it became necessary or fashionable. The USGBC program Leadership in Energy and Environmental Design (LEED) is designed to assist companies with a variety of initiatives. LEED recognizes, supports and promotes green buildings through a comprehensive system offering

project certification, professional accreditation, training and practical resources. The LEED rating system for existing buildings was created to address:

- Whole-building cleaning and maintenance issues, including chemical use
- Energy Star
- Ongoing indoor air quality
- Energy and water efficiency
- Recycling programs and facility benchmarking; exterior maintenance programs; system upgrades to meet green building energy, water, IAQ and lighting performance standards

Engineering and cleaning trends are slowly changing with more importance being placed on providing exceptionally high levels of energy savings and cleanliness without damaging our living environment. Able is concerned about the future of our planet and the impact on the environment by the resources our industry uses on a daily basis. That's why we are committed to being an environmentally sound and eco-conscious business.

Education & Training Programs

Employee Training: Training starts as soon as an employee begins working with AES. Every new employee receives a comprehensive orientation to help understand their professional goals and career path. This investment in training has a substantial payback—every project is undertaken by a qualified and motivated AES employee.

A training matrix has been established for stationary engineering classifications identifying the expected training for each position. Engineering employees are encouraged to participate in training to prepare them for increasing levels of responsibility.

Mandatory safety training—approximately 30 hours per year—is a major part of the AES Safety Program. The use of online health and safety training is also vital to our firm's safety success. AES conducts safety training online using OSHA training resources, including meetings, PowerPoint presentations, and semi-monthly bulletins covering safety meeting topics, to educate field employees nationwide. AES employees can also log on to the training website and get information/training on additional topics as needed. Safety-related topics include: chemical injury first aid; MSDS dictionary; ergonomics; confined spaces;

Mandatory safety training—approximately 30 hours per year—is a major part of the AES Safety Program. The use of online health and safety training is also vital to our firm's safety success.

construction safety; and respirators. A quiz is included at the end of each training session to test comprehension.

AES has developed an engineering-specific training and safety program that is implemented at every AES site. It includes:

- Safety education and new employee orientation
- Safety inspection
- Safety suggestion and accident investigation forms
- Documentation and monitoring of the safety program

After a new employee is familiar with AES policies and procedures, he or she is ready for the job site, where the lead engineer and/or engineering manager introduces the AES Injury Illness and Prevention Plan (IIPP). This job-specific document clearly details work place personnel safety, covering topics such as chemical safety, confined spaces, gases, protective equipment, ladders and scaffolds, etc. While no plan can guarantee an accident-free work place, following the safety procedures in this manual will reduce the risk of danger to employees and increase their personal safety.

AES and leading industry experts have partnered in agreements to offer specialized training at AES-operated facilities. Each month in conjunction with AES, a product manufacturer offers a "Train the

"Trainer" seminar for clients, sharing their considerable expertise in a subject area as well as their up-to-date knowledge of local, state, and federal regulations.

Another component of our program is the AES training library, which consists of Technical Publishing Company training system manuals and/or tapes loaned to sites or individual employees to view and complete. Manuals include tests to measure and reinforce learning. Our training program is solid and meets all state and federal requirements.

Partnering with Local Vendors in Product Training

AES and leading industry experts have agreements to offer specialized training at AES-operated facilities. Each month in conjunction with AES, a product manufacturer offers a "Train the Trainer" seminar for clients, sharing their considerable expertise in a subject area as well as their up-to-date knowledge of local, state, and federal regulations.

AES Manager Seminars

As new services or products are identified that would benefit your specific facility, our managers will provide the right education and training at the local site. These informal presentations help keep onsite personnel up to date with new technologies and methods.

Able's Sustainability Platform

Able, recently named an ENERGY STAR® Service and Product Provider (SPP) partner, has successfully reduced energy costs in numerous facilities across the country. We can help clients achieve tangible savings and gain industry recognition using a three-pronged approach:

- Encouraging active participation in green initiatives and practices
- Applying the expertise of our in-house energy and LEED-Accredited Professionals
- Leveraging our longstanding relationship with and participation in BOMA to help clients achieve TOBY Award recognition for their buildings

Green Initiatives

Anticipating client demand for green initiatives and energy usage evaluation, AES developed an Energy Audit Program. These audits highlight opportunities for operational efficiencies; the AES management team then provides prioritized recommendations based on client input and objectives. Putting the AES energy audit into action has enabled clients to realize savings ranging from 2 to 5% of energy costs.

Energy Expertise

The most widely known organization for green engineering is the United States Green Building Council. Able Service is proud to have been a member long before it became necessary or fashionable. The USGBC program Leadership in Energy and Environmental Design (LEED) is designed to assist companies with a variety of initiatives. LEED recognizes, supports and promotes green buildings through a comprehensive system offering project certification, professional accreditation, training and practical resources.

In-house energy specialists such as Lou McTague, AES' Senior Director of National Energy Operations, can analyze a facility's energy usage and then recommend strategies for achieving major energy efficiencies and cost reductions. Able's in-house energy expertise includes experts in:

ENERGY CONSERVATION/AUDITING: Certified Energy Managers, Certified Energy Auditors, Certified Energy Specialists, and Certified Demand Side Management Specialists

BUILDING COMMISSIONING & EXISTING BUILDING COMMISSIONING: Certified Building Commissioning and Existing Building Commissioning Professionals

Recognized Excellence

Able was also recently named as a BOMA 360 Ambassador in a new initiative to help vendors and suppliers in the commercial real estate industry connect with customers by serving as a valuable resource to BOMA International and BOMA 360 applicants and designees. BOMA's 360 Performance Program benchmarks a building's performance against industry standards and evaluates six major areas of building operations and management, including security, education, energy, sustainability, tenant relations and building management.

In addition, every year a number of AES-operated and maintained buildings are nominated for BOMA's TOBY Awards, a prestigious program that recognizes quality in commercial real estate and rewards excellence in building management.

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Appendix A—Job Descriptions

Job Description – Facilities Manager

JOB SUMMARY:

Facilities Managers are responsible for the management of services and processes that support the core business of an organization. They ensure that an organization has the most suitable working environment for its employees and their activities. Duties vary with the nature of the organization, but facilities managers generally focus on using best business practice to improve efficiency, by reducing operating costs whilst increasing productivity.

This is a wide field with a diverse range of specialisms and responsibilities in different combinations, depending on organizational structure. Facilities Managers are involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises. Likely areas of responsibility include:

- Procurement and contract management;
- Building and grounds maintenance;
- Cleaning;
- Catering and vending;
- Health and safety;
- Security;
- Utilities and communications infrastructure;
- Space management.

REPRESENTATIVE FUNCTIONS OR DUTIES:

Facilities Managers are employed in all sectors and industries and the diversity of the work may be reflected in different job titles such as operations, estates, technical services, asset or property manager. Responsibilities are often broad, covering several departments, as well as central services that link to all the teams in the organization. In smaller companies, duties may include more practical and hands-on tasks. Many facilities management professionals are employed on a consultancy basis, contracted to manage some or all of these activities by a client organization.

Typical tasks may include:

- Preparing documents to put out tenders for contractors;
- Project management and supervising and coordinating work of contractors;
- Investigating availability and suitability of options for new purchases;
- Calculating and comparing costs for required goods or services to achieve maximum value for money;
- Planning for future development in line with strategic business objectives;
- Managing and leading change to ensure minimum disruption to core activities;
- Liaising with tenants of commercial properties;
- Directing and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling;
- Planning best allocation and utilization of space and resources for new buildings, or re-organizing current premises;
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- Coordinating and leading a team or teams of staff to cover various areas of responsibility;
- Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- Responding appropriately to emergencies or urgent issues as they arise.



Job Description – Director of Engineering

JOB SUMMARY:

Responsible for the overall supervision of the engineering department within a facility or portfolio of facilities assigned. These duties include but are not limited to the installation, repair and maintenance of the facility equipment. The oversight and upkeep of the physical plants, including grounds, utility services, HVAC, plumbing, electrical systems, electronic equipment, yard and pavement upkeep in the best manner possible for the safety and health of all concerned, and to coordinate these activities as needed.

Responsible for the implementation and documentation of site safety plans and all Able Engineering Services' operational standards and guidelines as well as portfolio standards, policies and procedures relating to the engineering department.

REPRESENTATIVE FUNCTIONS OR DUTIES:

Provides supervision and is responsible for the implementation of all preventive maintenance and repair operations at the facility. Ensures that individual site supervisors have the ability to schedule emergency repair activities according to priority and the abilities of assigned personnel. Provides technical advice, encouragement and instruction to subordinates in such areas as electric theory, mechanical systems, hydraulic systems, and safety procedures. Perform overall facility inspections, noting equipment condition, insuring that proper maintenance is being performed in accordance with AES standards. Direct or participate in various facility programs and committees relating to assigned responsibilities such as safety, disaster, fire, pollution control and civil defense.

Formulates, recommends and implements site specific policies and procedures to improve the facility physical plant and operations.

Develops and manages a plan and/or procedure for controlling, labeling, recording estimated life expectancy, maintenance and inspecting all capital and non-capital equipment within the facility. This plan includes a long-term engineering capital plan.

Recommends equipment purchases to replace obsolete equipment items and provide assistance in formulating long-range equipment replacement requirements and coordinates actions with contractors.

Assists in the development and implementation of operating and extraordinary expense budgets as required.

Oversees and approves plans and schedules services of department. Manages the establishment of standards and work methods; takes steps to assure quality and quantity of performance, and evaluates results. Establishes plans for improving departmental work emphasizing efficiency and economy.

Communicates policies and procedures, discusses job problems, and employee concerns with supervisors and employees. Encourages development of habits and attitudes for improved performance and good employee attitudes.

Ensures that general safety, fire prevention regulations are enforced, and safe working habits are promoted throughout the facility

Responsible for ensuring that the building systems are operated in the most efficient and effective manner especially as it relates to utility consumption and environmental responsibility.

Implement a systematic program to promote energy awareness and conservation within the facility. Champion energy conservation programs to achieve maximum results from tenants and staff.

Maintain an on-going self-improvement program to keep abreast of new equipment, standards, codes, and maintenance procedures.

Responsible for the implementation and promotion of the following:

- Supports and follows Able Engineering Services' operational policies and standards.
- Supports and follows Able Engineering Services' safety program.
- Perform related duties as required – a “can do, will do” attitude.
- Reports to and collaborates with management of the facility related issues.
- Works with management on plant related and tenant related issues.
- Sets and maintains a professional work environment with staff.
- Assures good communication.
- Ensure standards of service and commitment.
- Ensure compliance with safe practices and standards.
- Develops goals for department, staff and self.
- Builds morale and a team approach.
- Complies with employment laws and Able Engineering Services' employment practices.
- Supports growth opportunities and potential.

SKILLS / EDUCATION / EXPERIENCE:

- Experience that is commensurate with the specific facility for the position of Chief Engineer. Prefer 5+ years progressive operations experience.
- Strong employee relation skills, coaching skills and training skills.
- As required, highest-level relevant state/local license for Stationary Engineer and/or HVAC, plus universal level refrigerant recovery license.
- BOMA accredited courses desirable.
- Preferred: High-rise Fire Safety Director, Haz-Mat Certification, Indoor Air Quality Certification, LEED Certification.
- Strong oral and written communication skills.
- Ability to work with MS Word, Excel, and Outlook.
- Computer skills and building automation systems experience required.
- Certification meeting OSHA ACM awareness training requirements as required.
- Working knowledge of energy conservation required, formal training preferred.



Job Description – Project Manager

PROJECT/PRACTICE RELATED COMPETENCIES

Project /Practice Management

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies our methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.

Project Accounting

- Tracks and reports team hours and expenses on a weekly basis.
- Manages project budget.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Analyzes project profitability, revenue, margins, bill rates and utilization.

CAREER PATH CORE COMPETENCIES

Financial Management

- Understands basic revenue models, P/L, and cost-to-completion projections and makes decisions accordingly.
- Understands our pricing model and billing procedures.
- Accurately forecasts revenue, profitability, margins, bill rates and utilization.
- Assures project legal documents are completed and signed.

Communication

- Facilitates team and client meetings effectively.
- Holds regular status meetings with project team.



Job Description – Project Manager

- Keeps project team well informed of changes within the organization and general corporate news.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues in a timely fashion.

PROFESSIONAL QUALITIES

Leadership

- Challenges others to develop as leaders while serving as a role model and mentor.
- Manages the development of team by ensuring, when possible, that project tasks are in line with each Innovator's career interests.
- Inspires coworkers to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Manages the process of innovative change effectively.
- Remains on the forefront of emerging industry practices.

Teamwork

- Consistently acknowledges and appreciates each team member's contributions.
- Effectively utilizes each team member to his/her fullest potential.
- Motivates team to work together in the most efficient manner.
- Keeps track of lessons learned and shares those lessons with team members.
- Mitigates team conflict and communication problems.
- Plans and facilitates regular team activities outside of the office.

Client Management

- Manages day-to-day client interaction.
- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.



Job Description – Project Manager

- Builds a knowledge base of each client's business, organization and objectives.

ORGANIZATIONAL RESPONSIBILITIES

Innovator Development

- Conducts effective performance evaluations and mentors those with less experience through formal channels.
- Helps team execute career development plans.
- Seeks and participates in development opportunities above and beyond training required by us.
- Trains other innovators and clients through both formal and informal training programs.
- Encourages more junior Innovators to take responsibility for their development within the company.
- Challenges fellow Innovators to progress toward their professional development goals.

Internal Operations

- Suggests areas for improvement in internal processes along with possible solutions.
- Leads internal teams/task forces
- Approves team members' time and expense reports in a conscientious and timely manner.
- Reviews the status reports of team members and addresses issues as appropriate.
- Complies with and helps to enforce standard policies and procedures.



Job Description – Engineering Administrative Assistant

Job Summary:

The Administrative Assistant is responsible for communication and coordination with Engineers, tenants, vendors and building staff on site on a wide range of building issues.

Essential Duties and Responsibilities including the following:

Completes all work in an accurate, thorough and timely manner demonstrating a sound understanding of area of responsibility. Other duties may be assigned.

Customer Service:

- Understand current and anticipated customer needs demonstrating professionalism, courtesy, and sensitivity in all contacts.
- Research and respond to requests for information, service or assistance by telephone or by e-mail promptly and thoroughly.
- Appropriately respond to customers and refer difficult or emotional customer situations.
- Proactively share information with appropriate parties. Communicate issues clearly, concisely and in a timely manner.
- Meet all deadlines and commitments to others considering customer impact in all actions and decisions.
- Answer telephones professionally and promptly and refer callers appropriately (e.g. answer within 3 rings; ensure appropriate coverage when away from desk, etc.).
- Effectively coordinate with others or work independently to resolve or ensure resolution of issues or problems in a timely manner.

Operations:

- Prepare tenant service requests, prioritize and refer them within the appropriate timeframe based upon the urgency of the orders, and input into CMMS, an online work order system, accurately within the same day of the request.
- Maintain accurate, complete and current records of vendors, tenants, emergency contacts and special projects, and distribute as needed within the organization within designated timeframes.
- Prepare accurate and timely correspondence to tenants and vendors as directed by Project Manager.
- Maintain tracking system to ensure vendors have current Certificates of Insurance on file. Prepare accurate correspondence to tenants to request certificates in a timely manner as needed.
- Reconcile and report overtime justifications and requisitions for engineers.
- Research and order supplies for equipment repairs.

- Attendance tracking for all staff and prepares timesheets for Project Manager.
- Prepares Purchase Orders through CMMS.
- Track completion of Preventative Maintenance by checking CMMS weekly and reporting any deficiencies to Project Manager.
- Tracks services contracted through engineering department.
- Process and code vendor invoices against work orders/Purchase orders. Troubleshoot invoice discrepancies with vendors.
- Assist Project Manager in gathering information for monthly reports and other reports requested by management (energy reports, labor reports, etc).
- Organize permits and plans weekly.
- Track after hour calendar.
- Prepare Emon/Dmon billings before 15th of each month.

Office Services:

- Open (as appropriate), date stamp, and appropriately distribute all incoming mail from all sources (USPS, FedEx, UPS and messenger correspondence) upon receipt in the office.
- Schedule and coordinate Project Manager's agendas (calendar, meetings, and appointments).
- Organize and keep current central office files and work files in individual workspace to enable other staff to obtain information as needed. Appropriately safeguard confidential or proprietary information.
- Promptly coordinate the maintenance and repair of all office equipment.
- Order and maintain inventory of office supplies to ensure adequate supplies are obtained in a cost-effective manner meeting budget demands.
- Complete assigned projects ensuring high quality deliverables within established timeframes.

Location/Position Specific Responsibilities:

- May vary depending upon property.

Essential Skills and Qualifications:

- Working knowledge of general office procedures and practices as evidenced by 2 years of experience in a related function.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to read and comprehend instructions, correspondence and memos. Demonstrated ability to write routine correspondence.
- Demonstrated ability to plan and prioritize work activities effectively.
- Demonstrated ability to move between tasks and remain focused.
- Intermediate knowledge of Microsoft Word and Microsoft Excel.
- Demonstrated ability to manage difficult or emotional client situations effectively.
- Demonstrated ability to apply common sense understanding to carry out detailed but unusual written or oral instructions.
- Demonstrated ability to deal with problems involving a few concrete variables or standardized situations.

- Demonstrated accuracy and thoroughness in work.
- Demonstrated ability to refer to established procedures to handle routine tasks, although at times may choose from established alternatives. Will seek manager to provide guidance and/or solve non-routine or more complex tasks.

Education/Experience:

- Some college preferred
- Minimum 2 years administrative experience in a professional business environment.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to work at a personal computer for extended periods of time as well as talking on the phone for extended periods of time.
- In some locations, may need to detect auditory and/or visual emergency alarms.

Working Environment:

- Work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee works primarily in an office environment.



Job Description - Chief Engineer

JOB SUMMARY:

Responsible for the overall supervision of the engineering department within the facility assigned. These duties include but are not limited to the installation, repair and maintenance of the facility equipment. The oversight and upkeep of the physical plant, including grounds, utility services, HVAC, plumbing, electrical system, electronic equipment, yard and pavement upkeep in the best manner possible for the safety and health of all concerned, and to coordinate these activities as needed.

Responsible for the implementation and documentation of site safety plans and all Able Engineering Services operational standards and guidelines as well as site specific standards, policies and procedures relating to the engineering department.

REPRESENTATIVE FUNCTIONS OR DUTIES:

Provides supervision and is responsible for the implementation of all preventive maintenance and repair operations at the facility. Schedules emergency repair activities according to priority and the abilities of assigned personnel. Provides technical advice, encouragement and instruction to subordinates in such areas as electric theory, mechanical systems, hydraulic systems, and safety procedures. Perform equipment inspections, noting equipment condition, insuring that proper maintenance is being performed in accordance with AES standards. Responsible for the implementation of the quality assurance program for all work performed by the department.

Direct or participate in various facility programs and committees relating to assigned responsibilities such as safety, disaster, fire, pollution control and civil defense.

Formulates, recommends and implements site specific policies and procedures to improve the facility physical plant and operations.

Develops a plan and/or procedure for controlling, labeling, recording estimated life expectancy, maintenance and inspecting all capital and non-capital equipment within the facility. This plan includes a long-term engineering capital plan.

Recommends equipment purchases to replace obsolete equipment items and provide assistance in formulating long-range equipment replacement requirements and coordinates actions with contractors.

Assists in the development and implementation of operating and extraordinary expense budgets as required.

Plans and schedules services of department. Establishes standards and work methods; takes steps to assure quality and quantity of performance, and evaluates results. Establishes plans for improving departmental work emphasizing efficiency and economy.

Communicates policies and procedures, discusses job problems, and employee concerns with supervisors and employees. Encourages development of habits and attitudes for improved

performance and good employee attitudes. Direct, train, evaluate, and counsel all engineering personnel.

Ensures that general safety, fire prevention regulations are enforced, and safe working habits are promoted throughout the facility. Ensures that all shop equipment is properly maintained and conforms to safety standards. Promotes good housekeeping principles and supervises housekeeping details.

Responsible for ensuring that the building systems are operated in the most efficient and effective manner especially as it relates to utility consumption and environmental responsibility. Implement a systematic program to promote energy awareness and conservation within the facility. Champion energy conservation programs to achieve maximum results from tenants and staff.

Maintains an on-going self-improvement program to keep abreast of new equipment, standards, codes, and maintenance procedures.

Responsible for the implementation and promotion of the following:

- Supports and follows Able Engineering Services' operational policies and standards.
- Supports and follows Able Engineering Services' safety program.
- Perform related duties as required – a “can do, will do” attitude.
- Reports to and collaborates with management of the facility related issues.
- Works with management on plant related and tenant related issues.
- Sets and maintains a professional work environment with staff.
- Assures good communication.
- Ensure standards of service and commitment.
- Ensure compliance with safe practices and standards.
- Develops goals for department, staff and self.
- Builds morale and a team approach.
- Complies with employment laws and Able Engineering Services employment practices.
- Supports growth opportunities and potential.

SKILLS / EDUCATION / EXPERIENCE:

- Experience that is commensurate with the specific facility for the position of Chief Engineer. Prefer 5+ years progressive operations experience.
- Strong employee relation skills, coaching skills and training skills.
- As required, highest-level relevant state/local license for Stationary Engineer and/or HVAC, plus universal level refrigerant recovery license.
- BOMA accredited courses desirable.
- Preferred: High-rise Fire Safety Director, Haz-Mat Certification, Indoor Air Quality Certification, LEED Certification.
- Strong oral and written communication skills.
- Ability to work with MS Word, Excel, and Outlook.
- Computer skills and building automation systems experience required.
- Certification meeting OSHA ACM awareness training requirements as required.
- Working knowledge of energy conservation required, formal training preferred.



Job Description – Assistant Chief Engineer

JOB SUMMARY:

Under the supervision of Chief Engineer, directs the activities of engineering staff and associated service contractors required to provide maintenance of the buildings, grounds, and related fixed and portable equipment, minor construction, and equipment installation.

Responsible for supporting the implementation and documentation of site safety plans and all Able Engineering Services' operational standards and guidelines, as well as site specific standards, policies and procedures relating to the engineering department.

REPRESENTATIVE FUNCTIONS OR DUTIES:

- Provides management for engineering staff at the direction of the Chief Engineer.
- Performs and administers the necessary preventive maintenance and operations work orders as well as provides applicable quality assurance inspections. Reports and collaborates with Chief Engineer on status and findings. Recommends improvements to the program and implements as directed.
- Provides hands-on and classroom training for engineering staff and promotes an environment of learning and development.
- Provides and manages stock levels on all engineering equipment and parts.
- Schedule all activities of the Stationary Engineers and inspects work performed and materials used. Evaluates all work orders and assess priorities and distribute them to responsible staff for action, monitor progress, and adjust resources to accommodate emergency maintenance requests.
- Reviews incomplete work orders and informs requestor of schedule changes. Provide regular reports to the Chief Engineer regarding any scheduled work delayed for parts, emergencies, or other reasons.
- Schedule engineers for regular workdays, holidays, and vacation relief.
- Prepares labor and material purchase requisitions and distributes for approval.
- Maintain self-improvement program and keep abreast of new equipment, standards, codes, maintenance procedures and emergency response regarding hazardous materials.
- Consistently maintain appearance that is appropriate, safe, and in accordance with Able Engineering Services standards. Always display clean and visible identification.
- Demonstrates commitment to quality of service.
- Complies with Able Engineering Services and site specific policies and procedures.
- Maintains regular attendance in the workplace.
- Maintain building as-built drawings. Read, interpret, and understand.
- Perform related duties as required.
- Assist in planning and forecasting 5-year plans.
- Report to management of the facility related issues.
- Works with management on plant related and tenant related issues.

- Develop, maintain and update the preventive maintenance program to comply with Able Engineering Services, industry standards and site-specific requirements.
- Set and maintain a professional work environment with staff.
- Assure good communication.
- Ensure standards of service and commitment.
- Ensure compliance with safe practices and standards.
- Develop goals for department, staff and self.
- Build morale and a team approach.
- Compliance with employment laws.
- Support growth opportunities and potential.

SKILLS / EDUCATION / EXPERIENCE:

- Experience that is commensurate with the specific facility for the position of Assistant Chief Engineer. Prefer 3+ years progressive operations experience.
- Strong employee relation skills, coaching skills and training skills.
- As required, highest-level relevant state/local license for stationary engineer and/or HVAC, plus universal level refrigerant recovery license.
- BOMA accredited courses desirable.
- Preferred: High-rise Fire Safety Director, Haz-Mat Certification, Indoor Air Quality Certification, LEED Certification.
- Strong oral and written communication skills.
- Ability to work with MS Word, Excel, and Outlook.
- Computer skills and building automation systems experience required.
- Certification meeting OSHA ACM awareness training requirements as required.
- Working knowledge of energy conservation required, formal training preferred.



Job Description - Engineer

JOB SUMMARY:

Under the supervision of Chief Engineer and/or Assistant Chief Engineer, responsible for maintenance and repairs to the buildings and grounds, related fixed and portable equipment and installation, while establishing a safe environment for the facility.

Supports the implementation and documentation of site safety plans and all Able Engineering Services operational standards and guidelines as well as site specific standards, policies and procedures relating to the engineering department.

REPRESENTATIVE FUNCTIONS OR DUTIES:

- Maintains and performs repairs to buildings, utilities, grounds and equipment.
- Optimize the repair and maintenance of HVAC, electrical and plumbing equipment and systems. Uses and helps provide best practices to troubleshoot and repair equipment and system problems so that problems are resolved in the most efficient and effective manner.
- Maintains continuous operations of equipment by trouble-shooting and repairing.
- Provide hands-on training and collaboration to other engineering team members.
- Fosters a work environment that promotes energy conservation and continuous improvement of engineering functions.
- Records all pertinent data in building logbooks, and makes all appropriate daily entries.
- Conducts utility and equipment tests.
- Records pertinent data on all equipment in accordance with federal, state, and local codes and requirements.
- Process administrative paperwork in accordance to departmental policies and procedures.
- Stay abreast of the latest technology as related to building systems and equipment and emergency response regarding fire and life safety.
- Actively functions as a team member.
- Demonstrates commitment to quality of service.
- Complies with Able Engineering Services and facilities' policies and procedures.
- Complies and participates with Able Engineering Services safety program.
- Complies and participates in facility specific safety program.
- Maintains regular attendance in the workplace.
- Provides highest quality of service to the tenants, staff and visitors at the facility.
- Participate in regular required communication with Chief Engineer, Assistant Chief Engineer, management, tenants and other staff.

SKILLS / EDUCATION / EXPERIENCE:

- Experience that is commensurate with the specific facility for the position of Engineer.
- Ability to read and interpret blueprints.
- As required, highest-level relevant state/local license for Stationary Engineer and/or HVAC, plus universal level refrigerant recovery license.
- Computer skills and building automation systems experience required.
- Certification meeting OSHA ACM awareness training requirements as required.
- Working knowledge of energy conservation required, formal training preferred.



Job Description – Painter

JOB SUMMARY:

Work is performed under the general supervision of a maintenance supervisor. This position functions as a Painter and performs skilled work involving the maintenance and repair of the building.

REPRESENTATIVE FUNCTIONS OR DUTIES:

- Performs all types of industrial painting work.
- Prepares various surfaces for painting by washing, scraping, burning, sanding, sandblasting or other means as necessary.
- Mixes, matches, and blends various paints, enamels, lacquers, varnishes, stains and special protective coatings to achieve desired color, consistency, and drying properties.
- Caulks, putties, cements or plasters holes and cracks. Cuts and replaces glass in windows and doors.
- Erects and uses ladders, scaffolding, and swinging stage equipment as required.
- Paints buildings, structures, equipment, and furniture using brush, spray gun or other applicator.
- Prepares wall and hangs paper or other wall covering material.
- Determines quantities and requests supplies orally or in writing.
- Cleans and stores tools and equipment and cleans work sites.
- Assists in a variety of maintenance and repair work on plant equipment including pumps, fans, gear boxes, shafts, chemical feed equipment, water lines, valves, belts, motors, electric panels, generators, boilers, bar screens and the like.
- Assists in performing preventative maintenance on buildings, equipment, plumbing, and electrical fixtures and systems.
- Drives vehicles and transports personnel, materials, and equipment as needed.
- Bends/stoops/reaches and lifts/carries heavy objects weighing up to 100 pounds; twists torso 45° to 90° to perform essential functions
- Works in confined spaces;
- climbs ladders and onto scaffolding;
- Works in inclement weather and emergency situations.
- May be assigned to wear a respirator and/or self contained breathing apparatus (SCBA) as needed.
- Maintains records and logs as needed. Performs related duties as needed or assigned.

SKILLS / EDUCATION / EXPERIENCE:

Graduation from high school and one year of experience at a level equivalent to journeyman painter or similar work experience; or any equivalent combination of education and experience which would provide the following knowledge, skills, and abilities:

- Considerable knowledge of industrial applications and appropriate coatings for metal and structures exposed to adverse weather and moisture conditions.
- Considerable knowledge of practices, tools, equipment and techniques associated with painting trade.
- Considerable knowledge of standard hand and power tools and equipment used in painting activities; ability to use and operate hand and power tools as needed in a safe, efficient manner.
- Considerable knowledge of safety standards/precautions pertaining to painting and ability to read and follow MSDS recommendations and requirements.
- Ability to perform heavy manual labor, including bending, stooping, reaching, digging, carrying and lifting heavy objects weighing up to 100 lbs.
- Requires manual dexterity of both hands and feet to perform activities such as lifting overhead, twisting and bending while lifting, climbing ladders and stairs while wearing protective equipment, and working in confined spaces, including repetitive arm motion below, at, and above shoulder level.
- Ability to work long hours in emergency situations such as equipment failures, and in inclement weather conditions, including outdoor summer temperatures of over 100° and winter temperatures as low as -10°.
- Ability to ascend and descend numerous stairways while performing tasks.
- Ability to work while wearing required personal safety equipment which includes gloves, hardhat, MSA airpack, safety glasses, safety harness, safety vest and steel toe shoes or boots.
- Ability to wear a respirator and/or self contained breathing apparatus (SCBA) as outlined in the Industrial Standard for Respirator Use.
- Ability to assist with a variety of maintenance and repair work on plant equipment including pumps, fans, gear boxes, shafts, chemical feed equipment, water lines, valves, belts, motors, electric panels, generators, boilers, bar screens and the like.
- Ability to mix, match, and blend paint to desired color, consistency, and drying properties.
- Ability to estimate materials and time required to complete various tasks. Ability to follow oral and written instructions.
- Ability to work cooperatively with others.



Job Description – Electrician

REPRESENTATIVE FUNCTIONS OR DUTIES:

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, transformers, or other components.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- Maintain current electrician's license or identification card to meet governmental regulations.
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures.
- Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
- Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including oscilloscopes, ammeters, and test lamps.
- Install ground leads and connect power cables to equipment, such as motors.
- Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
- Repair or replace wiring, equipment, and fixtures, using hand tools and power tools. Work from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures.
- Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Construct and fabricate parts, using hand tools and specifications.
- Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
- Perform physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects.
- Provide preliminary sketches and cost estimates for materials and services.
- Provide assistance during emergencies by operating floodlights and generators, placing flares, and driving needed vehicles.

SKILLS / EDUCATION / EXPERIENCE:

- Experience that is commensurate with the specific facility for the position of Electrician
- Electrician License
- Computer skills at a level to interact with building and Able Engineering Services' computerized systems in place.



Job Description – General Maintenance

JOB SUMMARY:

Under the supervision of Chief and/or Assistant Chief Engineer performs functions and duties that do not require the expertise of a Stationary Engineer.

Supports the implementation and documentation of site safety plans and all Able Engineering Services' operational standards and guidelines as well as site specific standards, policies and procedures relating to the engineering department.

REPRESENTATIVE FUNCTIONS OR DUTIES:

- Maintains and cleans mechanical, electrical and shop areas.
- Coordinates parts, supplies, and equipment from local vendors and inventory.
- Performs simple procedures and tasks and other routine maintenance duties.
- Performs miscellaneous tasks as assigned by the Chief Engineer and Assistant Chief Engineer.
- Fosters a work environment that promotes energy conservation and continuous improvement of engineering functions.
- As appropriate, records all pertinent data in building logbooks and makes all appropriate daily entries.
- Process administrative paperwork in accordance to departmental policies and procedures.
- Actively functions as a team member.
- Demonstrates commitment to quality of service.
- Complies with Able Engineering Services and facility policies and procedures.
- Complies and participates with Able Engineering Services safety program.
- Complies and participates in facility specific safety program.
- Maintains regular attendance in the workplace.
- Provides highest quality of service to the tenants, staff and visitors at the facility.
- Participates in regular required communication with Chief Engineer, Assistant Chief Engineer, management, tenants and other staff.

SKILLS / EDUCATION / EXPERIENCE:

- Experience that is commensurate with the specific facility for the position of General Maintenance.
- Computer skills at a level to interact with building and Able Engineering Services' computerized systems in place.
- Certification meeting OSHA ACM awareness training requirements as required.
- Working knowledge of energy conservation strategies (energy saving lighting, etc.).