



Open Position - September 10, 2021

Manager of Engineering

JOB SUMMARY:

The Manager of Engineering is responsible for all aspects of facility maintenance, ensures all facility equipment, including HVAC, plumbing, electrical, lighting, climate control systems, roofing systems, elevators and maintenance/cleaning equipment is operating properly and efficiently and maintained in good condition.

PRIMARY ACCOUNTABILITIES:

Management of the Engineering Department:

- Serve as the department leader under the direction supervision of the Executive Director – Convention Center
- Coordinate the work of a staff of trade employees engaged in the maintenance of mechanical, plumbing, painting, air conditioning, electrical and other facilities and equipment
- Conduct daily inspections of building and grounds to ascertain that established standards of maintenance are being followed and address needs
- Establish and maintain an inventory of parts to maintain the facilities and its equipment
- Run frequent checks of all safety systems to ensure all functions are fully functioning
- Organize and prioritize work to meet deadlines
- Work effectively under pressure and/or stringent schedule and produce accurate results
- Ensure high-quality customer service for internal and external clients
- Ensure all local municipality codes, ordinances, policies and procedures, risk management, safety precautions, state regulations and emergency procedures are followed
- Responsible for recruiting, coaching, evaluating and counseling of engineering personnel
- Ensure the facility remains in compliance with applicable fire, safety and building codes at all times.
- Promote energy conservation in plant operations and work activities

Technical Responsibilities:

- Ensure building control systems are set and operating to satisfy event and client requirements
- Administer an effective and accountable preventative maintenance program/system tailored to the facility
- Direct the operation and repair of mechanical and electrical equipment
- Maintain knowledge of building automation systems including but not limited to Johnson Controls, lighting controls, and fire, life and safety controls
- Perform and/or direct the performance of all engineering service requests/needs, ensuring that work performed is accomplished efficiently and satisfactory

Project-related Responsibilities:

- Manage the selection and subcontracting of all vendors and consultants related to engineering and maintenance
- Inspect the work of outside contractors when in progress and upon completion
- Consult with and advise building contractors on the construction and/or repair of the facilities



Administrative Responsibilities:

- Determine and make budget recommendations for yearly budgets, and work with the Executive Director – Convention Center in development of five-year capital plans and budgets.
- Manage all invoicing for the department
- Schedule staff according to facility needs; approve staff time records
- Manage Landport (computerized maintenance management system) for the assignment and tracking of all preventative maintenance work orders and non-event related service requests

JOB REQUIREMENTS:

- 5+ years hands-on experience with HVAC and boiler operations equipment
- 3+ years of management, or supervising staff
- 2+ years of work experience in the public assembly or hospitality industry (hotels, arenas, etc.)
- Minimum: graduate of an accredited technical school
- Training in Johnson Controls and York, Air Dist. Equipment; air Handlers; Forced Air Systems; HVAC Equipment
- Specific training in the operation of Metasys Building Management System or similar building automation system
- Certifications: EPA 608 Universal
- Preferred HVAC/Plumbing Certificate/License
- Preferred Journeyman Electrician License

QUALIFICATIONS:

- General management and organizational skills
- Excellent verbal and written communication skills
- Proficient computer skills – Excel, Word and PowerPoint, Outlook
- Strong customer service skills