



**Marcus Performing Arts Center
Position Description**

Job Title	Facility Engineer
Department	Engineering
Reporting To	Chief Engineer
FLSA Status	Nonexempt
Employment Status	Full-Time
Direct Report(s)	None

JOB SUMMARY

Under the supervision of the Chief Engineer and Lead Engineers, Facility Engineer is responsible for performing advanced building maintenance tasks. Includes but not limited to tasks in the areas of building and equipment repairs, painting, carpentry; electrical; heating, ventilation, air conditioning, and plumbing. Perform customer service activities as they pertain to requests from the Engineering Department. In addition, Facility Engineer is responsible for troubleshooting and programming the centers Direct Digital Control (DDC) systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Proactively Inspects buildings and other structures to determine functional systems and detect malfunctions and needed mechanical and/or cosmetic repairs.
- Performs minor electrical maintenance to include use of testing and troubleshooting metering devices. Activities include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent, fluorescent and LED bulbs and tubes, ballasts, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power or specialty tools.
- Performs minor plumbing maintenance (e.g. repair and replacement or of leaks in drains, faucets and toilets, replacing drain hoses on washers and similar devices, etc.).
- Repairs, modifies, and replaces damaged or missing parts to sheet metal fixtures and equipment (e.g. ducts, diffusers, metal cabinets, doors, covers, framing to provide safe, efficient operation of equipment.
- Review executed work orders, logs, forms, and related documentation on a daily basis to help ensure they are complete, current, and reflect the tasks as performed.
- As assigned, performs services for Marcus Center clients. This may include banner hanging, set-ups, record storage and miscellaneous tenant requests.
- Performs interior and exterior preventative maintenance tours as assigned. Notes areas in need of attention and make appropriate repairs.





- Is aware of Marcus Center properties' and ground's needs with special attention to the mechanical areas. Informs Lead Engineer of any maintenance needs regarding the same.
- Ensure all safety, environmental, and site standards are strictly adhered to within the facility by both center staff and any vendors performing work. Ensures compliance with OSHA regulations, NFPA 70E electrical compliance regulations, and all applicable building codes and center policies and procedures.
- Operate snow removal equipment including bobcat/ front end loader.
- Maintain underground irrigation system.

This job description provides the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

Education and Experience

- High school diploma or equivalent.
- Experience in facility/plant engineering maintenance to include HVAC, plumbing, electrical a plus.
- Two years of trades schooling in electrical and HVAC preferred.
- Demonstrated ability to utilize Direct Digital Control (DDC) systems.
- Must be proficient in basic computer application software such as MS Office, E-Mail etc

Knowledge, Skills and Abilities

- A commitment to the arts and arts education
- Ability to be appreciative of diverse perspectives, and a commitment to the organization's initiatives regarding racial equity, diversity, and inclusion (REDI)
- Display curiosity, comes up with useful ideas that are new, better, or unique; Introduces new ways of looking at problems; Can take a creative idea and put it into practice; Encourages diverse thinking to promote and nurture innovation.
- Collaborate, work cooperatively with others across the organization to achieve shared objectives; Represents own interests while being fair to others and their areas; Partners with others to get work done; Credits others for their contributions and accomplishments; Gains trust and support of others
- Display tech comfort by anticipates the impact of emerging technologies and makes adjustments; Scans the environment for new technical skills, knowledge, or capabilities

that can benefit business or personal performance; Rejects low-impact or fad technologies; Readily learns and adopts new technologies.

- Be responsive, readily takes action on challenges, without unnecessary planning; Identifies and seizes new opportunities; displays a can-do attitude in good and bad time; Steps up to handle tough issues
- Display change agility by dealing comfortably with the uncertainty of change; Effectively handles risk; Can decide and act without the total picture; Is calm and productive, even when things are up in the air; Deals constructively with problems that do not have clear solutions or outcomes
- Ability to read, analyze and interpret instructions and documents.
- Ability to read blueprints.
- Ability to carry out instructions furnished in oral or written form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions

WORK ENVIRONMENT / JOB SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; climb or balance; use foot or feet to operate machinery; and reach above shoulders extensively. The employee is occasionally required to sit, stoop, knee, crouch or crawl. The ability to lift up to 50 pounds is required. Close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus is required. The employee must also be able to maneuver into mechanical machines and climb stairs.

WORK ENVIRONMENT

The work environment characteristics described here 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.



While performing the duties of the job, the employee will be exposed to the following conditions: work near moving mechanical parts; work in high, precarious conditions; work with toxic or caustic chemicals; work in outdoor weather conditions; work with the risk of electrical shock; and work with vibration.

The noise level in the work environment is usually loud.

