

The Menil Collection Position Description

Title: *Assistant Facilities Engineer*

Department: Facilities

Reports to: Facilities Engineering Manager

Status: Full-time, exempt from overtime

Worksite Location: Onsite

Annual Salary: \$50-65,000

General Responsibilities

The Assistant Facilities Engineer will maintain basic operations and maintenance of all building equipment and systems by routinely reviewing operating conditions and established programs with the Facilities Engineering Manager to understand and resolve any abnormal operating issues.

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Specific Duties

1. Create documents, monitor, update, and share a multi-year plan for preventative maintenance and contribute to the annual budget process by identifying and estimating ongoing maintenance and operations.
2. Perform preventative maintenance on all equipment and systems to include, but not limited to:
 - Roof Top Units
 - Air Handling Units
 - Electric and Gas Furnaces
 - Split Systems
 - York Outdoor Air-Cooled Chiller
 - Smardt Chiller
 - Lochinvar Boilers
 - Marley Cooling Towers
 - Secondary Pumps
 - Primary Pumps
 - Variable Frequency Drives
 - Chemical Water Treatment System
 - Condenser Water Pumps
 - Variable Frequency Drives
3. Perform building exterior and interior maintenance.
4. Become familiar with and operate the following systems to include, but not limited to:
 - Metasys Building Automation System (BAS)
 - Kiltech Central Plant Energy Control System (CPECS) – Chiller Plant Optimization
 - Climatec Building Automation System (BAS)
 - Wattstopper Lighting Control Systems

- FireWorks – fire alarm systems
 - Upkeep Asset Operations Management Platform (computerized maintenance management system – CMMS) - streamline and organize facility maintenance tasks.
 - Cougar Controls – digital touchscreen for level control applications
 - Halon Fire Suppression Systems
 - Vesda Fire Suppression Systems
 - Pre-Action Sprinkler Systems
 - Wet Pipe Sprinkler Systems
5. Monitor and maintain contract service agreements and equipment warranties, and compile and maintain service logs.
 6. Maintain immediately accessible and up-to-date inspection reports and/or documentation on all in-house or contractor-provided inspections and repairs of critical systems and equipment.
 7. Manage and supervise outside contractors while they are working within museum buildings in sensitive environments requiring high levels of diligence and adherence to security protocols.
 8. Collaboratively perform duties, sensitive to the security, environment, design, and public needs of museum buildings and staff, with respect and understanding of the mission.
 9. Perform other related duties and assignments as required.

Qualifications

1. Four-year college degree in related field preferred.
2. Five plus years' experience in a construction or maintenance field with at least three years in major repairs/upgrading of building systems and experience in quality assurance.
3. Must have the ability to communicate orally and in writing in a clear, timely, and effective manner.
4. Must have excellent interpersonal skills and be a proven team player.
5. Must be able to lift and carry up to fifty pounds, climb and maintain balance while working on ladders, and stoop, kneel, and crouch when performing maintenance operations such as repair and inspection.
6. On-call in the evening and when weekend work is necessary.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.