Position Description

Title: Building Engineer
Department: Facilities
Reports to: Director of Facilities and Campus Safety
Supervises: Handyperson, Maintenance Mechanic, Senior Maintenance Mechanic, Building Aide, Interns
Internal Contacts: Facilities Personnel, Administrative Staff
External Contacts: Security; Exterminators; Fire, Police, Sanitation and Building Departments; Boiler Company; Plumber; Electrician; Building Management System (BMS) Contractor; Vendors; Contractors, and others as required
Start Date: As soon as possible
Employment Status: Full-time exempt

Domains:

• Oversees, maintains, and inspects all components of Central plant systems, including cooling towers, boilers, pumps, HVAC, and other critical equipment.
• Performs electrical, plumbing, and carpentry repairs.
• Keeps the building clean, safe, and properly functioning.
• Maintains high security key system; diagnoses and repairs problems with door hardware and electrified locks.
• Assists with garbage and snow removal, and sidewalk cleaning when needed.
• Maintains an inventory of all tools and equipment, and submits new and replacement order requests to the Facilities Office.
• Supervises contractors, and serves as Manhattan School of Music’s liaison with all New York City government agencies, including DOB inspectors, NYPD, FDNY, and sanitation personnel. Maintains records and performs a daily check of the condenser water system per Department of Health guidelines.
• Monitors security system, and writes detailed security reports when incidents are reported.
• Supervises employees and ensures that end-user work requests are completed in a timely manner and that daily building rounds are completed on schedule.
• Creates and maintains various Standard Operating Procedures (SOP’s) regarding emergency and annual services of equipment.
Job Requirements:

- Bachelor’s Degree or higher, preferably with a concentration in Facilities Management, or 10+ years of equivalent experience.
- Minimum of 5 years of Facilities and building systems experience.
- Must be able to monitor and maintain a BMS both on the front and the back end (preferably Johnson Controls Metasys system). Must have strong understanding of a VAV system, HVAC systems, ESP fire alarm, fire pump, cooling tower, boiler, sprinkler/standpipe, pre-action system, RPZ backflow prevention devices, plumbing and electrical systems, and controls.
- Must have technical knowledge of building systems, contractual maintenance, construction, and related services.
- Must be proficient in reading building blueprints, and use them to diagnose and repair all areas of building.
- Must have a knowledge of federal, state, and local laws, ordinances, and codes relating to the operation and safety of facilities.
- Certifications (boiler, fire alarm, fire director, standpipe, sprinkler) required; Affiliations helpful.
- Must have universal EPA refrigeration certificate and be able to repair refrigeration and steam issues with PTAC units.
- Working knowledge of MS Word, Excel, and scheduling software.
- Excellent customer service and interpersonal skills; self-motivated, organized with time management skills, able to work well with a team, and able to work under pressure.
- Excellent written and verbal communication.
- Must be willing to have on-call responsibilities, carry phone 24/7, and respond to building emergencies. Also must be willing to receive remote notification for critical building issues.

Contact Information:
Send cover letter and résumé including three references to:

Karolyn Byers  
HR & Finance Coordinator  
Manhattan School of Music  
kbyers@msmny.edu

No phone calls please.

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