

JOB DESCRIPTION - DUMBARTON OAKS

Position Title: Engineering Manager

Supervisor: Director of Facilities

Department: Facilities

Grade: 57

Hours: 8 am- 5 pm (40-hour workweek)

Summary

The Engineering Manager reports directly to the Director of Facilities and is responsible for the overall operations, maintenance, and safety of the campus buildings, including all electrical, plumbing, life safety and HVAC systems. This position is an essential employee position and requires weekend and after-hour work on site.

Duties and Responsibilities

- Direct, supervise, schedule and inspect all aspects of facility maintenance and engineering; ensure smooth and uninterrupted operation of all building systems, including, but not limited to: HVAC; BAS; emergency power, life, and safety; roofing; plumbing; electrical; lighting; and vertical transportation systems.
- Develop and facilitate operating procedures and maintenance programs that conform to manufacturers' recommendations for systems and equipment, and design intent of the building MEP systems. Develop, implement, monitor and maintain the preventive and predictive maintenance programs.
- Develop, implement and manage energy-saving programs, procedures and green initiatives.
- Maintain a software base repair and PM work order system detailing requests for maintenance and repairs, and the maintenance and repair activities completed by the department.
- Assist in the development and implementation of both short- and long-term equipment capital improvement programs.
- Assist in preparation of the annual engineering operating budget. Maintain the annual budget and provide forecast as needed throughout the year. Recommend and/or authorize the purchase of supplies and equipment within budget guidelines.
- Possess current knowledge of, and implement operating and maintenance policies and procedures consistent with all applicable laws, codes, ordinances, risk management, safety precautions, rules/regulations and emergency, life, and safety procedures.
- Inspect and monitor systems and equipment, new construction projects, and/or the installation of equipment in compliance with established plans, specifications, and design intent.

- Monitor BAS, address all environmental control issues promptly. Communicate with relevant Dumbarton Oaks staff regarding deficiencies, planned maintenance and emergency repairs, service interruptions, as well as any variations from the required temperature and humidity levels for the sensitive collection areas.
- Assign daily tasks to direct reports, inspect work and take steps to improve efficiency and productivity. Inspect operating function to evaluate efficiency, and investigate, troubleshoot, analyze and resolve operational and maintenance problems.
- Ensure adherence to OSHA, NFPA, ASHRAE, EPA and other applicable safety codes.
- Ensure that emergency, life safety, fire detection and protection systems are in good operating order and compliant with all codes, ordinances and laws.
- Act as liaison to public utility, environmental and energy agencies for all engineering issues.
- Maintain a semi-annual inventory of all equipment and supplies.
- Other duties may be assigned as needed.

Supervisory Responsibilities

- Position reports to Director of Facilities and supervises the engineering team as well as service contract technicians and contractors for various repair and maintenance activities.
- Manage engineering team. Interview, make recommendations for hiring and training employees; plan, assign and direct work; appraise performance, reward and progressive discipline employees; address complaints and resolve problems; maintain accountability, morale and productivity of engineering team.
- Manage service vendors to schedule work and assure that contractors meet their obligations satisfactorily. Address issues of performance to provide improvements; consolidate contracts when needed for efficiency or economy.

Basic Qualifications

- Bachelor's degree from an accredited four-year college or graduate of an accredited engineering school.
- 6+ years in facility maintenance or engineering in a management capacity.
- Demonstrated knowledge and experience in facility maintenance and engineering procedures and technical requirements of large facilities with similar systems and equipment. Must possess thorough understanding of the methods, techniques and procedures necessary to operate, troubleshoot, repair and maintain electrical, mechanical, plumbing, HVAC and other systems.
- Experience in the development, implementation and use of PM software.
- Experience in budget preparation, soliciting bids and supervising/training personnel.
- DC first class stationary engineering license or other state first grade/class stationary engineering licenses or person with a Merchant Marine Operating Engineer, PE or similar license will be considered.
- Experience reading blueprints, drawings, specifications and other relevant documents.
- Understanding and application of engineering principles.

- Experience with Microsoft Office including Outlook, Excel, Word and Power Point.

Additional/Preferred skills:

- BSME preferred.
- Knowledge of Siemens Apogee, EMS, AUTOCAD and CMMS is highly preferred.
- Knowledge and skill in troubleshooting electrical, HVAC, plumbing and BAS issues as well as actually being able to perform the hands-on work when necessary is highly desirable.
- LEED certification is highly desirable.
- CFM and HVAC master license is highly desirable.
- Licensed and insured to operate a motor vehicle in DC.
- Fluency in English
- Strong oral and written communication skills.
- Previous Museum, Library, Hospitality, Higher Education and/or Merchant Marine experience highly desirable.
- Ability to work independently but keep supervisor informed of the work; exercise judgment and initiative; remain flexible and adjust to situations when necessary.

Physical Demands

- Must be able to stand, sit and walk for extended periods of time.
- Must be able to climb ladders, kneel, bent, stoop, push pull and lift up to 50 lbs.
- Must be comfortable working at heights and in small spaces when necessary.
- Be able to work and stay around loud equipment and hot equipment rooms.

To Apply

This position is open until filled. Qualified candidates should send a resume and cover letter by clicking the link below:

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?partnerID=25240&siteID=5341&AReq=36799BR>

Dumbarton Oaks is an Equal Opportunity Employer (EOE).