CHIEF ENGINEER AND DIRECTOR, BUILDING SERVICES

The Chief Engineer and Director, Building Services is responsible for the management of all aspects of physical plant operations including Building Management Systems (BMS), facility repairs and capital projects, hiring and supervising maintenance staff and contractors, managing the departmental budget and expenditures. The Director, Building Services functions as the Fire Safety Director and ensures compliance with New York City’s Fire Department regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all aspects of physical plant operations. Operate, maintain and repair the Building Management Systems (BMS) including HVAC, electrical, heating, ventilation, air compressor, sprinkler, elevators, fire safety, and other building systems;
- Identify, coordinate, and conduct facility repairs and capital improvement projects including developing specifications, soliciting and evaluating bid quotes, selecting and supervising vendors;
- Hire, supervise and train maintenance staff and other temporary, permanent and contract building staff;
- Ensure compliance with Local 32BJ contract for maintenance staff;
- Maintain cleanliness of building, and ensure timely room set-ups for in-house events and rentals;
- Act as Fire Safety Director and ensure compliance with New York City Fire Department regulations. Schedule and conduct fire drills and safety training for staff on a regular basis;
- Monitor inventory of building supplies and order supplies as needed. Process invoices for payment;
- Develop annual department budget and projections. Monitor department budget and expenditures;
- Oversee and conduct renovations of Gallery spaces for biannual gallery exhibitions. Work with Gallery staff, art handlers, artists, and other specialists to prepare galleries for exhibitions;
- Respond to building emergencies 24/7 on an on-call basis after-hours.

REQUIREMENTS:

- 10+ years experience in facilities management preferably in a cultural institution or similar organization;
- Relevant education and training; BS degree in engineering or related field a plus;
- Experienced operator of Building Management Systems including HVAC, electrical, heating, ventilation, air compressor, plumbing, fire safety, elevators and other operational systems;
- Must have NYC Fire Department Certificates of Fitness in Fire Safety, Sprinkler F-17, Refrigeration, and Air Compressor;
- Experience as fire safety director including conducting fire drills and safety education;
- Prior experience supervising maintenance staff and outside vendors;
- Must have experience in developing specifications for capital projects and repairs, obtaining bids, developing contracts, coordinating capital projects, and supervising outside vendors;
- Must possess strong communications, organizational, negotiation, and management skills;
- Computer proficiency in Microsoft Office is required.
Note: This job is a unionized position, and the selected candidate will be required to become a member of Local 94, International Union of Operating Engineers, AFL-CIO.

To Apply: Email your resume, cover letter, and salary requirements to the Director of Human Resources at jobs@japansociety.org.

Founded in 1907, Japan Society in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. For more information, visit our website http://www.japansociety.org.

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.