

# Job Announcement

## Lead Engineer

### Position Summary

The Lead Engineer is responsible for maintaining the mechanical, life safety, electrical, plumbing, elevator, and other building systems. This role carries primary responsibility for ensuring that building systems are in good working order, and that environmental controls function in accordance with the Museum's collections care guidelines. The Lead Engineer supervises and works closely with the Engineer 1.

This position requires occasional evening and weekend responsibilities and the ability to immediately respond to emergencies 24 hours a day. A smartphone is provided by the museum.

This position reports to the Director of Operations and has one direct report.

### Responsibilities

Functions may include, but are not limited to:

#### **Mechanical, Electrical, and Plumbing Systems Operation and Maintenance**

- Maintain systems and environmental controls according to the museum's standards for collections conservation, energy efficiency, and occupant comfort.
- Identify and investigate anomalous conditions and equipment malfunctions.
- Diagnose issues and make routine repairs to equipment including air handlers, chilled/hot water systems, supply air terminal units, fan coil units, air curtains, and other equipment.
- Perform routine and reactive maintenance including filter replacement, valve/actuator replacement, etc.
- Coordinate with mechanical and controls vendors as required for maintenance and repairs.
- Repair/replace electrical devices including receptacles, light fixtures, etc.
- Schedule event pre-cooling in the BMS as required for facility rentals and museum events.
- Electrical systems: Coordinate required periodic inspections, Diagnose issues and coordinate repairs to lighting and lighting controls.
- Ensure plumbing systems are in good repair, working with Engineer 1 to make repairs as necessary or coordinate with outside contractors.
- Document maintenance activities, inspections, etc. using the maintenance management system. Ensure documentation is compliant with standards set by the organization and local code enforcement.

### **Fire Alarm and Fire Suppression**

- Ensure required periodic inspections are completed according to industry-standard schedules.
- Inspect systems on a regular basis to confirm trouble-free conditions.
- Coordinate with service vendor(s) on repairs to system as necessary.

### **Elevators**

- In coordination with Engineer 1 and equipment vendor, ensure elevators are maintained in proper working order.
- Schedule and supervise periodic maintenance. Coordinate reactive maintenance in response to equipment malfunction.
- Schedule and coordinate periodic inspections. Coordinate follow-up/corrective action and re-inspection as may be necessary.

### **General Facilities Maintenance**

- Troubleshoot and address problems with doors and hardware. Coordinate with electronic security systems contractor as required.
- Scheduled/periodic and ad-hoc inspections of facilities, equipment, and systems.
- Carefully track requirements for recurring/preventive maintenance for equipment and systems; perform and/or coordinate inspections as appropriate; and document completion.
- Track reactive maintenance requests, progress, and outcomes.
- In coordination with the Operations Manager and Day Porter (contract), maintain cleanliness and conditions throughout the facility.
- Ensure compliance with licensing, local regulations, building and life safety codes, occupational safety, and best practices for operation and maintenance of a cultural facility.
- Make recommendations for long-term maintenance programs and capital improvements.
- Assist with and supervise implementation of capital improvements.

Other duties as required.

### **Qualifications**

- High school diploma or General Equivalency Diploma (GED).
- Five-plus years' experience in stationary engineering, building maintenance, and operations.
- Ability to read and interpret construction drawings, including MEP plans.
- Stationary Engineer's License: Steam Engineer Class 3 / Boiler License.
- Experience using a building management/automation system for the operation and maintenance of mechanical and other building systems. Previous experience with Schneider Electric EcoStruxure Building Operation BMS highly desirable.
- Strong communication, organizational, problem-solving, and interpersonal skills.
- Computer skills, including email, SharePoint, etc.

- Ability to lift and carry up to 50 pounds; climb stairs without assistance; and stand for long periods.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

## **Compensation**

The salary range for this position is \$88,000 to \$90,000 annually, commensurate with experience plus a benefits package.

## **How to Apply**

Please apply online through [nmwa.org/job-portal](https://nmwa.org/job-portal). To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at [hr@nmwa.org](mailto:hr@nmwa.org).

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.