

The Menil Collection Position Description

Title: *Facilities Engineer*

Department: Museum Facilities

Reports to: Manager of Facilities and Security

General Responsibilities

Reporting to the Manager of Facilities and Security, and working closely and cooperatively with departments throughout the museum, the Facilities Engineer is responsible for ensuring that all building facilities and systems required for the operation of the museum buildings are in good working order and running properly to maintain optimal museum conditions. This is achieved through constant monitoring, inspection, and preventative maintenance of all building systems.

Specific Duties

1. Create, document, 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 work. Work with the Manager of Facilities to contribute to a multi-year plan for capital improvements.
2. Perform preventative maintenance on all equipment and systems.
3. Manage museum buildings and related operations to ensure reliable, safe, efficient, and environmentally compliant operation. Buildings include The Menil Collection Museum, Cy Twombly Gallery, Richmond Hall, the Byzantine Fresco Chapel, the Menil Drawing Institute, the Energy House and administrative office bungalows, and the Menil House located at 3363 San Felipe.
4. Ensure proper operation of all mechanical and electrical systems including HVAC, power, and lighting, including emergency generators, elevators, fire suppression and security, as well as utilities.
5. Manage standard procedures for routine inspection of buildings, building systems, and equipment to determine the need for maintenance and/or preventive maintenance.
6. Perform in-house repairs, and/or coordinate with service providers when repairs are beyond the scope of our in-house capability or workload.
7. Monitor and maintain contract service agreements and equipment warranties, and compile and maintain service logs.
8. 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. Items include but are not limited to:
9. Boiler repairs, monthly and annual inspections.
10. Chiller repairs and daily logs, and monthly and annual inspections including or other as recommended by manufacturers.
 - a. Oil analysis
 - b. Vibration analysis
 - c. Eddy current testing

11. Water chemical treatment system, including HVAC chilled and hot water systems, condenser water systems, and building interior humidification systems.
12. Elevator repairs and annual inspections including obtaining all required annual city operating permits.
13. Fire extinguisher monthly and annual inspections and service.
14. Fire alarm system repairs and quarterly and annual comprehensive inspections.
15. Fire suppression system repair (water and gas) and annual inspections.
16. Roof repairs and monthly and annual inspections.
17. Maintain HVAC temperature and humidity records for the registration and conservation departments' reference.
18. Manage and supervise outside contractors while they are working within museum buildings.
19. Independently write scopes of work, compile cost estimates, and effectively manage contractors to perform capital and maintenance projects to completion, on time and on budget.
20. Perform all electrical work and lighting associated with construction for art exhibitions and special museum events.
21. Requisition materials and maintain control over their inventory, storage, and use.
22. Supervise maintenance staff.
23. Perform duties in a collaborative way sensitive to the security, environment, design, and public needs of museum buildings and staff, with respect and understanding of the mission.

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 evening and weekend work frequently necessary.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter with salary expectations to: Human Resources, the Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org