



Job Posting: Facilities Maintenance Engineer

Title: Facilities Maintenance Engineer

Reports to: Vice President of Facilities, Public Safety, and Technology

The National WWI Museum and Memorial is America's leading institution dedicated to remembering, interpreting, and understanding the Great War and its enduring impact on the global community. We hold the most comprehensive collection of WWI objects and documents in the world and are the second-oldest public museum dedicated to preserving the objects, history, and experiences of the Great War.

Position Summary: The Facilities Maintenance Engineer manages and assists in the completion of the day-to-day activities of the National World War I Museum and Memorial that involve the maintenance of the building, facility, grounds, equipment and machinery, including HVAC, building lighting systems, machine shop, grounds keeping, and overall facility appearance. The position supervises and coordinates the work of employees(s) and contractors who repair and maintain building/facility, equipment, machinery and grounds.

The incumbent is expected to embrace the National World War I Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

This is a full-time, exempt position.

Salary: \$62,570-72,000

Responsibilities:

- Manages and performs general building maintenance and repairs, including plumbing, electrical, HVAC and other mechanical repairs.
 - Performs prescribed preventative maintenance, as required.
 - Develops, maintains and performs preventative maintenance schedule program on the building, grounds, applicable equipment and machinery.
 - Prepares work schedules, assigns and oversees work while minimizing overtime/off hour service calls.
 - Maintains work area and equipment in a clean and orderly condition and follow prescribed safety regulations.
 - Arranges for appropriate third-party contractor support and manages support as needed.
 - Secures estimates and cost quotes as needed.
 - Supervises Facilities Maintenance Tech.
 - Coaches, counsels and manages performance of direct report employees.
 - Other duties as assigned.
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Education and Experience:

- High school, trade school or equivalent diploma, with related experience in a leadership role or successful completion of an accredited management training program is desired.
 - 3-5 years of related work experience and proficiency with HVAC.
 - Proficient with building automation control systems (i.e.: Johnson Controls).
 - Proficient with facility/building maintenance and general tools, equipment and vehicles general use and safety.
 - Good decision making, initiative, leadership and problem-solving skills.
 - Experience and training to operate Museum-related vehicles.
 - Possess a valid driver's license.
 - Good communication skills.
 - Proficient in Microsoft Office products.
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Work Environment: *This job operates in a professional office environment. Below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting to perform the essential functions of positions in the noted job title.*

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Physical demands require medium to heavy work that involves walking, standing, stooping, climbing, lifting, digging, pushing, and raising objects and involves exerting up to 100 pounds of force on a regular and recurring basis. Performs specialized technical and trades work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or trades principles and practices in the solution of problems the job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, noise, fumes and/or noxious odors, traffic, moving machinery, electrical shock, or toxic/caustic chemicals. The job requires normal visual acuity, field of vision, hearing, speaking, color perception, and depth perception.*

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions.

The National WWI Museum and Memorial is an Equal Opportunity Employer.

The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The Museum and Memorial strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, sexual orientation, familial status, marital status, or any other characteristic protected under applicable federal, state, or local law. All Museum and Memorial employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA), and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial also will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

Application instructions and/or questions: Please send your resume, pay requirements, three professional references and cover letter to: National WWI Museum and Memorial's Human Resources email: human-resources@theworldwar.org.

NO PHONE CALLS PLEASE.



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Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information. Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.