POSITION DATA

JOB TITLE: Director of Engineering
DEPARTMENT: Buildings and Grounds
REPORTS TO: SVP of Buildings and Grounds
CLASSIFICATION: Exempt
DATE: January 2021

POSITION OVERVIEW
The Director of Engineering is responsible for assisting the SVP of Buildings and Grounds with the management of engineering, utility expenses, and capital projects planning and execution as needed throughout the 9/11 Memorial & Museum’s facilities.

ESSENTIAL FUNCTIONS

- Provide oversight of outsourced engineering function, working closely with the outsourced on-site Chief Engineer to manage the engineering staff, including but not limited to project coordination, scheduling and shift set-up, training of staff and overtime management.
- Oversee the daily operations of Memorial and Museum MEP’s, HVAC, lighting controls, and Building Management System (BMS), including those related to maintaining LEED accreditation, life expectancy and preventative maintenance.
- Draft and implement recommendations on long-term capital planning needs.
- Oversee management of fire alarm systems for code and FDNY requirements along with radio and cell DAS, and assist the IT Department with WiFi systems. Assist the Security Department with the site cameras and security system. Coordinate the installation or maintenance of these items with the Security Department and others as necessary.
- Monitor utility usage and review utility expenses. Assist 9/11 Memorial executive team with utility disputes or irregularities in usage charges, including end of year “true-up” exercises.
- Establish and maintain relationships with the Port Authority of New York & New Jersey (PANYNJ) and negotiate and coordinate execution of capital projects, repairs, and maintenance as needed.
- Manage MEP warranties, maintenance agreements and any necessary site certifications. Coordinate with the PANYNJ and FDNY on inspection and certifications of Building Systems.
- Review and approve on-site equipment requirements and procurement.
- Monitor the management of the Memorial pools including cleaning, temperature controls, water treatment controls, chemical monitoring, heat tracing equipment, pool pumps, water circulations, equipment maintenance and repairs.
- Monitor the management of Memorial plaza engineering as it relates to trench grate maintenance, harvest tank testing and cleaning, UV maintenance, winterization systems and protocol, tunnel inspections and drain cleaning.
along with fertilization equipment, and the complex irrigation system including spring opening/initiation and winterization.

- With the on-site Chief Engineer, manage the snow removal and disaster/storm recovery operations and plans and coordination with adjacent stakeholders. Oversee maintenance of all 9/11 Memorial tractors and snow melting equipment.
- Initiate and create Methods of Procedure (MOP) for engineering-related protocols.
- Manage outside vendors and contractors relating to engineering matters.
- Initiate and coordinate capital projects as required.
- Prepare materials and present to the Buildings, Finance & Investment Committee of the Board of Trustees as requested, particularly related to long-term capital planning.

**OTHER RESPONSIBILITIES**

- Assist with the management of quarterly reporting, budgeting, review and approval work orders for specialty and standard work requests and procurement documents as related to committee review and approvals.
- Assist with audits of subcontractor contracts.
- Coordinate the management of all subcontractor contracts for HVAC, elevators and escalators, electrical systems, fire alarm and protection and equipment repairs.

**MISSION EXPECTATIONS**

- Participate in the Annual Run/Walk Fundraiser and September 11th Anniversary Commemoration, as assigned.
- Assist with and support all 9/11 Memorial & Museum special projects and events, as assigned.

**QUALIFICATIONS/SKILLS REQUIREMENT**

- Bachelor's degree in Mechanical and/or Electrical Engineering required with a minimum experience of seven years in design & construction, facilities operations or institutional/property management or ten years of experience as a Chief Operating Engineer of a similar cultural or institutional facility with a complex BMS, HVAC and Lighting Control system.
- Demonstrate an ability to work and think independently and possess the ability to interact well with a wide range of people of all levels within and outside the Organization.
- Demonstrate strong skills in using MS Word, Excel, Outlook, and PowerPoint required.
- Strong organizational and written and oral communication skills for internal and external presentations and project updates.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

**HOW TO APPLY:**
- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to 911mmbgjobs@911memorial.org
- Please visit our website at [www.911memorial.org](http://www.911memorial.org).

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
- This document is a communication tool and not intended as a written or implied contract of employment.
- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.