



## **POSITION DATA**

**Job Title: Engineering Coordinator**

**Department: Buildings & Grounds**

## **POSITION OVERVIEW**

The engineering coordinator reports to the director of engineering and is responsible for assisting with the direction of work to be performed by outsourced engineering staff. The engineering coordinator is responsible for the organizing and maintaining documentation related to facility operation, maintenance, testing, and compliance.

## **ESSENTIAL FUNCTIONS**

- Serve as a liaison between the engineering team and other organizational departments on smaller-scale MEP projects to schedule resources and report progress.
- Manage and schedule work orders for engineering personnel as directed by members of the Buildings & Grounds department or other organizational departments.
- Maintain the engineering document library of operation and maintenance manuals, method of procedure documents, and policy and procedure manuals.
- Maintain the facility's inspection, testing and maintenance documentation for life safety and fire protection systems.
- Continuously update and adjust the database of all preventative maintenance and life-expectancy documentation related to mechanical, electrical, plumbing, and fire-protection equipment and systems.
- Support the assistant director of engineering and other members of the engineering team with the procurement of equipment and material as the operation requires.
- Assist members of the engineering team with scheduling and coordinating facility resources for major organizational events.
- Maintain inventory of engineering materials and work with suppliers for purchasing.
- Assist the director of engineering with budget projection based on actual expenditures and physical plant life cycle.
- Support members of the engineering team with planning and executing successful responses to weather events (snow removal, storm response, etc.).
- Assist with documenting facility site walkthroughs, punch-list close out, and special inspections for contractor-completed work.
- Assist the facilities project director of budget, contracts, and procurement with utility invoice processing, including usage tracking documents and analyze utility usage to compare actuals to projected usage and cost.
- Work with project managers to track equipment with the AssetWin template list and assets.
- Assist Buildings & Grounds team members, as needed, with preparing RFPs and RFQs.
- Become a certified trainer for use of aerial and scissor lifts.

## **QUALIFICATIONS/SKILLS REQUIREMENT**

- Associates or bachelor's degree in technical field of study.
- Advance knowledge of Microsoft Excel.
- Familiarity with a range of computer programs, including Microsoft Office Suite, Adobe, and AutoCAD.
- Attention to detail and execution of tasks.
- Professional and flexible manner.
- Ability to work some nights and weekends as facility needs require.
- Ability to work and think independently, take initiative, and meet deadlines.



- Eagerness to learn, ability to work well both individually, and function as part of a team.

#### **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 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. Travel using job vehicle when needed.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for two-way communication with the public and staff.

The work environments are both an indoor and outdoor, climate-controlled office environment comprised of cubicles, walled-offices, group conference rooms, and a museum environment which is comprised of ramps, exhibition rooms, auditoriums, and low lighting. The noise level in both environments is usually low. There are no protective devices to be worn or utilized in either environment.

Some construction work will be at night or on weekend or on holidays. Projects completed at night/off hours, will require oversight.

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#### **How to Apply:**

- Include job title in the email subject field.
- Please state the location where job posting was seen.
- Send cover letter and resume to: [911mmbgjobs@911memorial.org](mailto:911mmbgjobs@911memorial.org)