

## Facility Engineer

### Overview:

The Facility Engineer reports to the Director of Operations and is responsible for overseeing the systems and general building operations of the National Theatre.

### Responsibilities:

- Oversee facility's 3<sup>rd</sup> party contractors including but not limited to: Janitorial, Elevator, and HVAC servicing
- Perform routine maintenance and timely repairs in the areas of painting, carpentry, plumbing, food and beverage equipment and all related building components
- Installation and rotation of front of house marking materials
- Coordinate building system repairs and monitor systems performance
- Ensure compliance with all safety and security protocols: fire evacuation, OSHA regulations etc
- Unlock and secure building as scheduled
- Administrative responsibilities including scheduling, updating maintenance log, obtaining insurance certificates from 3<sup>rd</sup> party vendors, submitting weekly reports etc
- Other duties as assigned

### Education/Experience:

- Bachelors degree (additional experience may be substituted for education)
- 2-4 years experience in operating a public facility

### Skills/Abilities:

- Possess initiative, supervisory expertise and decision-making skills
- Establish and maintain positive working relationship with internal and external clients
- Working knowledge of electrical, mechanical and HVAC systems
- Ability to lift up to 50 lbs
- Ability to perform tasks with tools, ladders, chemicals and paint in a safe and effective manner

Send cover letter and resume to [careers@thenationaldc.com](mailto:careers@thenationaldc.com)