



FACILITIES MAINTENANCE ENGINEER

OVERVIEW: Responsible for maintenance of the physical plant and the proper maintenance and operation of the Museum facilities mechanical, environmental control, and electrical systems.

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Facilities

ESSENTIAL FUNCTIONS:

1. Hands on maintenance of the Museum's physical plant(s) and related operations consisting of the Seattle Art Museum, the Asian Art Museum, the Olympic Sculpture Park.
2. Monitor and ensure the proper operation of all facilities' mechanical and electrical systems including heating, ventilation, air conditioning, humidity and temperature control, power and light, refrigeration, steam, sanitation, as well as all utilities.
3. Perform and record daily building rounds. This includes, but is not limited to, regularly inspecting the buildings and grounds, building systems, and equipment to determine the need for corrective maintenance.
4. Perform assigned periodic maintenance.
5. Accurately and thoroughly complete paperwork and electronic documentation as assigned including periodic reports and maintenance records.
6. Maintain orderliness and cleanliness in all mechanical and electrical spaces.
7. Maintain a clean and orderly shop space including all tool boxes and the museum inventory of spare parts.
8. Perform regular inventory process on spare parts and tools in order to clearly identify and account for the items and assure proper functionality and quantity.
9. Requisition materials, supplies, parts, and tools and maintain control over their inventory, storage, and use.
10. Maintain procedures manual for daily operations and compiles and maintains service logs.
11. Position is responsible for overseeing environmental services operations at all three museum facilities/ sites.
12. Performs other work as requested or required.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Required AAS Building Plant Maintenance or equivalent, City of Seattle Refrigeration Operating Engineer License, City of Seattle Grade IV Boiler Fireman. Candidate will be responsible for those systems.
2. 5 years' work experience in operating essential buildings or critical environments.
3. Working knowledge of direct digital control HVAC systems, Mechanical, Plumbing, and Electrical (MPE) Safety procedures. Working knowledge of mechanical and electrical system optimization programs and servicing.
4. Willing to use public transportation to move between the three locations.
5. Working knowledge of basic building systems such as mechanical, plumbing, electrical, painting, etc.
6. Working knowledge of CMMS asset management programs.
7. Ability to successfully pass a Security Background and DMV check.
8. Understanding of basic WISHA/DOSH requirements and basic First Aid procedures.
9. Excellent written and oral communication skills. Ability to write clear and understandable maintenance task procedures.
10. Demonstrated ability to use MS Office products, including Word, Excel, and SharePoint.
11. Experience in managing vendors and out-sourced relationships.



12. Ability to work with close attention to detail and to maintain confidentiality. Ability to assess priorities and work well under pressure; excellent time management, problem solving, and analytical skills. Flexibility to provide fluid services to support special events and exhibits as they arise.
13. Self-motivated individual, able to work on his or her own; ability to exercise sound judgment and common sense in handling emergencies.
14. Ability to work with members, the public, and co-workers professionally and tactfully, follow museum policy, and support management decisions in a positive, professional manner.

The Seattle Art Museum will consider reasonable accommodations for those applicants with disabilities who may need a reasonable accommodation to perform the essential functions/duties. Please contact the Human Resources Department for additional information.

Seattle Art Museum is committed to diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.

TO APPLY: Please visit <http://visitsam.org/careers> for specific instructions on how to submit SAM employment application, cover letter and resume.

Deadline: Open Until Filled