Job Title: Building Maintenance Engineer: Bob Carr Theater
Department: Facilities Operations, Dr. Phillips Center for the Performing Arts
Reports To: Director, Facilities

Position Summary

The Dr. Phillips Center for the Performing Arts opens 2014 in Orlando, Florida. This represents a defining moment for Central Florida, where a new dimension of innovation, engagement, and excellence comes to life for the region.

The Center will also take over management operations of the Bob Carr Theater beginning October 1, 2014. The Dr. Phillips Center seeks an experienced Building Engineer to primarily operate the physical theater complex and public areas under the supervision of the Dr. Phillips Center Director of Facilities. This individual must have a broad knowledge and understanding of facilities including maintenance and energy management.

Properly maintain the facility infrastructure equipment to include, but not limited to, HVAC equipment and associated control systems, domestic hot and cold water distribution systems, normal/emergency power distribution systems and associated equipment, fire/life safety, carpentry, plumbing, painting, wall coverings, flooring, and masonry.

Performs routine and emergency repair and maintenance on structures and equipment in assigned areas. Performs minor repairs from verbal or written requests. Assists other facility personnel as required by workload or emergency situations, including inclement weather conditions. Detects and reports faulty equipment, improper operations, or unusual conditions to proper Supervisor. Assists in maintaining records to ensure compliance with local, state, and federal regulations. Follows all standards and prescribed safety regulations, including responding to emergency calls.

Specific Job Knowledge, Skills and Abilities

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Possesses general knowledge in Building Automation System (BAS) software and office software (spreadsheet, word processing, and calendar). Proven ability to learn new software systems.
- Possesses competent knowledge of the use and care of tools and equipment used in facility and grounds maintenance.
- Knowledge of housekeeping and janitorial duties.
- Working knowledge of basic hand tools and other equipment.
- Skilled in using testing instruments.
- Considerable knowledge of OSHA standards and application for working with chemicals.
- Ability to lift, grasp, and/or carry supplies or equipment weighing up to 75 lbs.
- Ability to climb stairs and ladders and work at heights up to approximately 25 feet.
- Knowledge of wall finishing, painting, wall covering, and architectural finishes.
- Perform maintenance and cleaning of HVAC components and fan coil units.
- Maintain inventory of supplies needed to perform job function.
- Report major deficiencies and items which cannot be readily repaired, to the direct Supervisor.
- Knowledge of general safe operating procedures and conservation programs.
  Due to the cyclical nature of our business, other duties and special projects may be assigned, such as serving on the Theater fire brigade, janitorial, landscaping, making props, cleaning of the workshop, etc.

Supportive Functions

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the Supervisor based upon the particular requirements of the company.

- Monitor and maintain cleanliness and organization of assigned work areas.
- Attendance and participation in scheduled meetings. Maintains the confidentiality and security of all data and information relating to the facility. Abides by all relevant facility policies and procedures.
- Assists in the development, implementation, and maintenance of the property's ongoing energy conservation programs.
- This position requires training in the following areas: blood-borne pathogens, fire safety, right-to-know, hearing protection, and chemical hygiene.
- Performs all other duties as assigned by Supervisor.

Education

High School Diploma

Experience

Three to five year experience in general building maintenance procedures.

Licensure/Certification

Valid Florida driver's license.
EPA 608 Universal certification a plus.

Work hours are variable and may include multiple evenings, weekends, and holidays.

The above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.

The Dr. Phillips Center for the Performing Arts is an Equal Opportunity Employer

To apply please send resumes to careers@drphillipscenter.org