

**DALLAS HOLOCAUST
MUSEUM CENTER**
for EDUCATION and TOLERANCE

Building Engineer

Department: Operations
Reports To: Director of Facilities
FLSA Status: Full Time/ Non-Exempt

Assists the Director of Facilities in accordance with construction commitments, policies and procedures of the Dallas Holocaust Museum. Responsibilities include: maintenance and repair, construction and vendor/contractor management, addressing complaints, and resolving problems.

This position is required to be on call 24 hours a day, 7 days a week.

Job Duties:

- Maintain superior customer service practices.
- Monitor and maintain all building systems.
- Perform preventive maintenance and repairs on all building equipment.
- Perform the operational aspects of the property in a manner which protects, maintains and improves the value of the Museum's assets.
- Perform operations practices in compliance with company standards, as well as City, State and Federal safety and environmental laws, codes, standards and regulations
- Report preventive maintenance and inventories to Director of Facilities
- Assist in managing third-party vendor contracted services as required
- OSHA Compliance
- Other duties and projects as assigned

Job Requirements:

- Minimum 3 years Building Maintenance experience required
- Superior people management skills
- Superior vendor relationship management skills
- Ability to plan and manage within budget and time constraints
- Ability to Multi-task and meet strict deadlines
- Experience with managing multiple vendors and small capital projects.
- Excellent communication and organizational skills.
- Ability to work with minimal direct supervision.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Strong interpersonal skills and ability to work effectively in a team environment

Physical Requirements:

- While performing the duties of this job, the employee may regularly be required to stand, use hands and arms to handle, and reach. The employee frequently is required to walk, climb ladders and balance. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. May have to lift up to 50lbs.

Competencies:

- 1. Judgment/Decision Making
- 2. Communication – Oral and Written
- 3. Organization/Planning
- 4. Business Literacy
- 5. Customer Focus
- 6. Integrity
- 7. Initiative
- 8. Collaboration/Teamwork

The Dallas Holocaust Museum/Center for Education and Tolerance is an equal opportunity employer, we value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org