



**Systems Specialist**  
Full-time, exempt  
\$45,000 to \$55,000 per year

**Position Description**

Reporting to the Director of Facilities & Maintenance, the Systems Specialist oversees the building systems for all non-historic and historic facilities at Ford House. Responsible for the operation of a variety of computerized and non-computer building management systems, including automated building controls, fire detection, emergency power generation and various ancillary systems. Responsibilities include a wide variety of highly technical and sustainability activities associated with the operation, modification, preventative maintenance and repair of a variety of mechanical, pneumatic, electrical and electronic devices used in HVAC, refrigeration, mechanical, electrical and life safety systems. Maintains maintenance and service records and is the key liaison or contact point for service issues.

Conducts regular building inspections, condition assessments and recommends repairs or upgrades of facility systems or infrastructures. Designs, develops and administers various programs, and analyzes data, monitors budgets and costs, recommends equipment selections, performs feasibility studies and provides technical expertise in the assigned program areas. Creates efficiencies, assures quality, sets policy or procedures, conducts record keeping, and may engage in providing access to facilities. Provides training to other team members as needed.

The Systems Specialist will be a key member of the Facilities & Maintenance Department, offering general support to departmental efforts as required while ensuring all aspects of a safe work environment for assigned employees and visitors.

**Responsibilities**

- Oversee, develop, and implement moderately complex systems and programs; ensure safety plans are included in the plans. Responsible for developing and maintaining record-keeping systems for these programs; develop specific program-related reports, analyze results and make recommendations.
- Establish, implement, and communicate various procedures (preventative maintenance procedures, QA/QC procedures, testing, etc.).
- Provide monitoring, inspection and evaluation of building equipment and building systems to verify the effectiveness of the preventive maintenance program by doing random checks, ensuring the equipment is being maintained according to the plan.
- Be knowledgeable of the location, use, and control of maintenance processes for chillers, cooling towers, air handlers, boilers, steam controls, VFD, VAV, CAV, pneumatic controls, and induction units.
- Be familiar with generators, controls, power management systems, ATS, breakers, and distribution panels. Assist with monthly generator testing as needed.
- Utilize systems data to run various reports; analyze data and make recommendations as appropriate; develop, implement, and maintain computerized tracking and information gathering systems and methods of analyzing data.
- Evaluate proposed changes/modifications to new and existing program/system design; provide critical analysis of data; approve and implement changes as appropriate.
- Oversee and conduct training program for assigned area and systems as needed.
- Develop and oversee quality control and inspection programs of systems.
- Assist in identifying, initiating, supervising, and evaluating technical-service contractors, service contracts, and warranties.
- Adhere to and function within established Ford House policies and procedures, assuring all aspects of a safe working environment for employees and visitors; evaluate proposed changes/enhancements to new or existing policies or procedures; approve implementation as appropriate.
- Explore, identify, and participate in initiatives, processes and procedures to improve operational efficiencies while assuring quality within Ford House policies.
- Evaluate proposed changes and enhancements to new and existing continuous quality improvement practices; approve and implement as appropriate.
- As a member of the Ford House team, participate and assist in special programs, projects, and activities as needed. Represent and promote Ford House's mission, vision, and values to the community.
- Work a flexible schedule as business necessitates, including weekends, evenings, holidays, and special events.
- Other duties as assigned.

## Uniform Requirements

This position requires a uniform. Employees must present a clean, professional appearance.

## Training, Education, & Experience

- A minimum of an Associate's Degree in electronics, mechanical systems, building control technology, HVAC, or similar field.
- A minimum of five (5) years' experience in building control systems inspection, testing, repair and maintenance, preferably in a fast-paced, customer-focused environment.
- Successful completion of extensive specialized training courses provided by control manufacturers.
- Proven track record of facility management including proficient facilities maintenance and preventative maintenance inspection and troubleshooting skills.
- Proficient knowledge of common maintenance trades such as carpentry, plumbing, painting, electrical, and machine/equipment repair.
- General/basic knowledge of safety requirements for common maintenance procedures.
- Creative, strategic thinking with proven organizational and project management experience.
- Ability to multitask. Able to follow instructions and efficiently execute and complete assigned tasks and projects with proficiency.
- A demonstrated record of creativity, flexibility, and adaptability.
- Ability to identify facility/maintenance issues, including the ability to provide validation and sign-off on work performed by contractors (i.e., hands-on validation of functional/working completeness).
- Good communication skills (i.e., speaking, writing, reading, reporting, presenting, etc.).
- Be professional and work well with others at all levels, including vendors and contractors.
- Initiative and ability to work independently, as well as part of a team. Also able to embrace guidance offered by leadership.
- Strong computer skills and interest in emerging technologies.
- Ability to maintain confidentiality in all professional matters.
- Good organizational skills and attention to detail.
- Ability to sit, stoop, and stand for extended periods of time; lift heavy containers (up to 50 lbs.), and handle fragile items.
- Visual acuity and ability to work at a computer for extended periods of time.

## Work Schedule

- This is a full-time position with benefits.
- Must be able to work evenings, weekends, and holidays as necessary.
- Must be able to travel to various locations including Ford House and the off-site facility.

## Other Job Requirements

- Successful completion of background and credit check.
- Physically able to sit and stand for long periods of time, able to use a computer, able to bend and/or stoop, climb, and lift up to 50 lbs. to perform tasks that may be required in the course of museum operation.

Email resume, salary requirements, and application to [jobsearch@fordhouse.org](mailto:jobsearch@fordhouse.org). Indicate in subject line, "Systems Specialist." Please, no phone calls.

*Ford House is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*