

## **BUILDING SUPERINTENDENT (BCEC)**

**SUMMARY:** Plans, organizes, develops and directs all daily activities related to the Boston Convention & Exhibition Center either directly or through subordinate staff will ensure that the facility is maintained and operated in a safe, efficient manner. Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures, equipment and systems of the buildings, and the maintenance of the grounds. Coordinate physical plant operations and maintenance activities with the facilities event related activities. Coordinate and supervise the activities of union, non-union, and contract service workers engaged in Electrical, Plumbing, Carpentry, HVAC, and Refrigeration functions to ensure the highest quality of service is delivered to the Authority's clients. In conjunction with the Director of E&M will assist in determining the on-going facility needs and requirements consistent with business demands and goals while continually seeking out and developing new technical improvements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The Director of E&M may designate various other activities. The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.

### **Staff Management:**

- Determines the staffing needs for specific projects and schedules the Labor resources accordingly.
- Ensure that all employees are trained in proper work practices to ensure safety rules are followed
- Directs and supervises workers (in-house and contract personnel) who are engaged in and performing physical plant related repairs and related maintenance.
- Manages and all Engineering and Maintenance employees assigned to the BCEC facility including scheduling of personnel to ensure proper coverage and consistent and reliable climate control at all times.
- Monitors the quality of maintenance work to being performed insure conformance with MCCA standards, schedules, and established scopes of work.
- Provide timely and effective response to business hour and off-hour emergency repairs of systems and equipment.

### **Maintenance Management:**

- Regularly measure and assess mechanical system reliability, performance, and efficiencies as well as insure the installations and procedures used are code compliant.
- Evaluates energy consumption and efficiency of HVAC systems and equipment to optimize savings and reduce energy consumption.
- Plans and oversees design modifications made to the HVAC equipment and systems.
- Troubleshoot various control systems or circuits as needed.
- Troubleshoot failed equipment and formulate repair procedures
- Manage, direct and measure the effectiveness of the preventative maintenance and repairs made to the physical plant and related equipment including HVAC, fire protection, food service equipment, and other related life safety systems.

- Maintain file records and thorough documentation pertaining to the inspection and regular maintenance of facility equipment and systems.
- Inspects completed work for conformance to blueprints, specifications, and industry standards.
- Requisitions tools, equipment, materials, supplies and maintains inventories at acceptable levels to support maintenance and repair activities.
- Review terms and performance criteria of numerous vendor contracts for compliance. Resolve any discrepancies as needed.
- Periodically review work production schedules and prepare estimated worker hour requirements for completion of various job assignment.
- Interprets company policies and enforces rules and regulations pertaining to MCCA and contract personnel.
- Provides enforcement of all applicable safety regulations and MCCA Employee standards of conduct.
- Coordinates maintenance and repairs work with scheduled exhibit and meeting requirements.
- Recommends changes in working conditions, work flow, and the use of special equipment to increase efficiency of the work effort.
- Analyzes and resolves work problems, or assists workers in solving work associated problems.
- Review, amend, and approve the weekly Union labor hour time sheet submissions and work production records.
- Confers with other Directors/Managers to coordinate activities of individual departments.
- Secures and maintains necessary work permits in connection with ongoing repair and maintenance of M.E.P. systems and equipment.
- Secures necessary permits, schedules and coordinates inspection of Sprinkler systems.
- Schedules and coordinates annual State and Insurance Company safety inspection, of all equipment, pressure vessels, fire pumps, and vehicles
- When appropriate, offer assistance to Event Services, Show Management and Client Exhibitors.

**Project Management:**

- Participate in all phases of the construction process for current and future renovations and expansion projects of the MCCA Facilities
- Schedules, coordinates, and monitors the maintenance and construction services provided by outside vendors.

**SUPERVISORY RESPONSIBILITIES:** Directly manages and supervises Carpenters, Electrician, Plumbers, Painters, Masons, Loading Dock, HVAC Maintenance and BMS Operations personnel as assigned by the Director of E&M. Carries out supervisory responsibilities in accordance with the MCCA's organizational policies and applicable laws. Responsibilities include interviewing employment candidates, making employment recommendations, and training employees; planning, assigning, and directing work; appraising employee performance; rewarding and disciplining employees; addressing complaints and resolving problems

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION / EXPERIENCE:** B/S in engineering, architecture, construction, or related field. Ten or more years' experience with at least 5 of those years spent in a highly visible management position. Experience must also include extensive knowledge of facility management services, construction, electricity, plumbing, masonry, HVAC, building codes and safety regulations. Must be conducive to accommodating change and exhibit a positive attitude toward managers, employees, clients, contractors, and vendors. A well-organized individual who is a team player

and can relate to people at all levels of an organization, possesses excellent communication skills, flexibility and is committed to the MCCA's Mission.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK SCHEDULE:** The work schedule for this position fluctuates based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays.

**DRESS CODE:** In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees

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