

## **DIRECTOR OF ENGINEERING & MAINTENANCE**

**SUMMARY:** Provides leadership and direction to the day-to-day activities involving all physical plant operations, maintenance, repairs, and renewals. Directs capital replacements performed in all MCCA owned Facilities. The scope of this position includes responsibility for departmental budget development & implementation, utility management, staffing, supervision of tradesmen, technicians and supervisory personnel, procurement, systems maintenance, record keeping, contracted services and capital improvements participation. The director will also be responsible for departmental responsibilities and support of union contract negotiations and follow through on union issues.

**Essential Duties & Responsibilities:** the Authority's Chief of Operations & Capital Projects 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.*

- Oversight of all events relative to Engineering & Maintenance and Building Services.
- Oversees the approval and processing of departmental and capital expenditure and budgets, ensuring compliance with appropriate government regulations and policies.
- Enhance and/or develop, implement and enforce policies and procedures of the organization that will improve the overall operation and effectiveness of the Authority.
- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance; consults with Human Resources as needed.
- Establishes and implements short- and long-range department goals, objectives, policies, and operating procedures; in conjunction with the goals of the Authority. Monitors and evaluates program effectiveness; changes required for continued improvement.
- Develops and implements preventative maintenance, testing and repair programs for the entire physical plant including all elevators and escalator, life safety systems, electrical systems, mechanical equipment, vehicles, and other systems vital to the daily operation of the facility.
- Conducts yearly peer reviews of the MMC systems and personnel.
- Provides for an on and off-hour emergency response including: repairing buildings and equipment, mitigating damages, calling in support personnel as needed.
- Works with Chief of Operations & Capital Projects to coordinate Capital expenditures items including equipment purchase and or leases, contract labor services, and all construction projects within the allotted budgets.
- Initiates, budgets and schedules modifications including cost estimates bid sheets layouts and contracts for construction and/or special projects (i.e. installation of capital equipment, major repairs) of all MCCA Facilities.
- Direct the establishment, implementation and maintenance of production standards to achieve optimum employee levels with the least amount of overhead.
- Studies production/show schedules and estimates worker hour requirements for completion of job assignment and establishes or adjusts work procedures to cost effectively meet show requirements.

- Inspects completed work for conformance to blueprints, specifications, and standards.
- Maintain all records pertaining to inspection and maintenance of equipment and systems.
- Remains current on information and technology affecting functional areas to increase innovation and ensure compliance.
- Act as liaison between department managers/subordinate levels, as well as executive/department manager levels to inform personnel of communications, decisions, policies and all matters that affect their performance, attitudes and results.
- Analyzes and resolves work problems, or assists workers in solving work related problems.
- Supports collective bargaining negotiations.
- Acts as the management liaison with the Union Steward and the Business agent for the union.
- Participates in all department grievance arbitration proceedings.
- Acts as primary liaison to all public utilities, environmental and regulatory agencies.
- Sets and bench-marks annual goals for the Engineering & Maintenance Department and individual staff persons.

**BUDGET DEVELOPMENT and IMPLEMENTATION** – In conjunction with the Finance Department develop and manage the operating and capital expenditure budgets annually in order to assist the Chief of Operations & Capital Projects Executive Director and the MCCA Board in performing their responsibilities.

**ENERGY PORTFOLIO MANAGEMENT** – In cooperation with Finance and the MCCA’s AF&P Committee develops the MCCA energy budgets and regularly evaluates the performance of the portfolio against those budgets. Develops, recommends, and implements the MCCA’s energy portfolio strategy and adjusts those strategies as the energy marketplace warrants. Manages and directs the energy supply procurement process and makes award recommendations to the Chief of Operations & Capital Projects.

**DEPARTMENTAL DEVELOPMENT:** Monitors and evaluates the departmental operations with the aim of developing ideas and activity controls that enhance the overall quality and efficiency of the department’s overall work product. Analyzes the department’s existing programs, policies, and procedures to determine the most cost effective and economical methods used for the delivery of essential services. When appropriate, consults with the Chief of Operations regarding implementing / improving procedures and / or manpower scheduling to ensure the facilities needs are consistently met and that the E&M and Building Services teams are responsive to the needs of the MCCA’s clients.

**CONTRACTED SERVICES:** Develops a Scope of Services for all contracted material supplier and services to be provided to the MCCA by external vendors. Oversees the administration of all such contracts relating to operations, maintenance, and repairs made to the MCCA Physical Plants. Either personally or through subordinate managers monitors and reviews operational performance of the contractor.

**COLLABORATION ON MCCA DEVELOPMENT PROJECTS:** In collaboration with the Chief of Operations & Capital Projects provide management assistance and technical guidance on all MCCA development projects.

**ENVIRONMENTAL AND REGULATORY PERMITTING:** Coordinates with the applicable jurisdictional Authorities to maintain, renew, and apply for regulatory permits required for all MCCA facilities including elevators, escalators, fuel storage tanks, fire alarm, Mass DEP, etc. Prepare annual regulatory submission including the Mass DEP filings associated with the clean air act.

**ADDITIONAL DUTIES:**

- Participates in and attends Board Meetings as required.

- Participates in and attends Development Committee Meetings.
- Participates in and attends key AF&P Committee Meetings.
- Participates in and attends Designer Selection Committee Meetings.
- Adheres to Authority's Policy and Procedures.

**SUPERVISORY RESPONSIBILITIES:** Manages employees and supervisory personnel engaged in the operation and maintenance of the Physical Plants of the MCCA's facilities. Responsible for the overall direction, coordination, and evaluation of departmental unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**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:** Bachelors Degree in engineering, architecture, construction, or related field required. Advanced Degree preferred. Minimum of ten years experience of extensive knowledge of facility management services, electricity, plumbing, masonry, HVAC, building codes and safety/fire regulations and Security Systems required. Progressive management experience preferred. Knowledge of state-of-the-art computer word processing and analytical tools such as excel. An experienced leader with appropriate industry experience. An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image. A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus. A well-organized and self-directed individual who is a team player. An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills. A good educator who is trustworthy and willing to share information and serve as a mentor. An excellent negotiator who is experienced in contracts and change management a decisive individual who possesses a "big picture" perspective and is well versed in systems. A commitment to the MCCA's Mission and the ability to be flexible.

**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 typically involves whatever hours are necessary to effectively manage the physical plant and personnel. Usually Monday through Friday, however; the hours and days may fluctuate 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. You may also be required to remain on call.

**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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