

Museum of the City of New York
Job Description

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. The Museum is riding an exciting wave of success and is in the midst of a revitalization of its mission and operations, which centers on the renovation and expansion of its historic building, the advancement of the stewardship of its collections, and new and ambitious exhibitions, publications, and public and school programs.

Summary of Position:

The Part-Time Operating Engineer is responsible for the operation, maintenance and repair of the chilled water plant, chillers with screw compressors, cooling towers, VFD's, pumps, fans, VAV boxes, ventilation ducts, fan coil units and other related equipment. The Operating Engineer is also responsible for the operation, maintenance and repair of two low-pressure steam boilers with a hot water heat exchanger and hot water reheat coils distributed throughout the building. Part Time Operating Engineer will be on call and work weekends and weeknights when scheduled.

General Responsibilities:

- Operate, maintain and repair central plant equipment including pumps, fans, heating controls, and ventilation equipment
- Proficient in the operation and monitoring of the Building Management System (BMS)
- Operate, maintain and repair central heating system, with fans and steam boilers, the plumbing fixtures, and fire protection systems.
- Troubleshoot electric controls
- Monitor fire protection systems and fire panel
- Maintenance of all mechanical rooms and associated workshops.
- Maintain a Preventive Maintenance Program and all mechanical systems
- Maintain open communication with Director of Facilities and Engineering
- Additional assignments maybe assigned
- Assist facilities manager in maintenance of facility
- Assist with event set ups
- Supervises maintenance and security staff

Minimum Requirements:

- Minimum of five (5) years of general operation maintenance experience in an institutional setting
- Must have FDNY Certificate of Qualification Q01 for the supervision and operation of high-pressure chillers.
- Must have FDNY # 6 Boiler License – P99.
- Experience with Building Management System (BMS).
- Must have experience with central HVAC systems, electrical system, standpipe and sprinkler systems; licensed candidates are preferred
- Ability to apply correct safety procedures

- Ability to lift a minimum of 80lbs
- Ability to follow oral and written instructions
- Flexibility to respond while on-duty to emergencies, or other situations that may require immediate attention, and while off-duty, to return to work as required when emergencies arise.
- Must have working knowledge of NFPA, OSHA and other jurisdictional code.
- Must work with a sense of urgency and work cooperatively with co-workers and the public
- High school diploma or general equivalency required.

Please send resume with cover letter and salary requirements to the Museum of the City of New York, Attention: Human Resources Department, 1220 Fifth Avenue, New York, New York 10029 or email to jobs@mcny.org. To be considered, please include Part-Time Operating Engineer within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.