

# THE JOSLYN

## FACILITIES

### Job Title

Facility Engineer

### Employment Status

Full-Time | Exempt

### Department

Facilities

### Location

On-Site | In-Person

### Reporting Responsibility

Facility Manager

### Position Summary

Responsible for the maintenance, repair, and overall upkeep of the Museum and Sculpture Garden, including all facility equipment and physical infrastructure. This role ensures that all building systems operate efficiently, supports a safe and welcoming environment for visitors and staff, and oversees preventative maintenance to preserve the integrity of the Museum's spaces.

### Major Duties

*The following responsibilities are listed in no particular order, as each one plays a vital role in the success of the Museum. All tasks are essential to our daily operations.*

- Ensure compliance with federal, state, and city regulations by performing all building maintenance and operations safely
- Conducts daily inspections of the Museum's physical plant to identify and address maintenance needs
- Maintains accurate records of daily utilities usage
- Partners with the Facility Manager to manage a preventative maintenance program for all major pieces of equipment
- Assists in monitoring HVAC systems and scheduling their daily operation using a computerized environmental control system, ensuring gallery temperature and humidity levels remain within specified limits
- Advises and partners with the Facility Manager on maintenance issues and contributes to the development of the department's annual operating budget
- Execute repairs and routine maintenance, coordinating with contractors for larger or specialized projects, and inspecting completed work to ensure compliance with standards
- Conducts inspections and facilitate repairs for elevators and fire protection systems, including performing monthly elevator fire service tests
- Maintains cleanliness and organization in machine rooms, access tunnels, and other engineering areas
- Provides support to the Building and Grounds team as needed
- Remain on-call and respond to after-hours alarm activations either through remote intervention via the internet or in person, as necessary
- Adhere to policies and procedures outlined in the Employee Handbook
- Perform additional department-related duties as assigned

## Physical Qualifications

### Mobility and Physical Demands

- Walk, crouch, bend, and move continuously throughout the day, except during scheduled breaks
- Stand for extended periods while performing maintenance and repairs
- Navigate tight or confined spaces, such as mechanical rooms and crawl spaces
- Lift up to 50 pounds and push, pull, or maneuver heavy tools, equipment, and materials
- Safely transport supplies across a variety of terrains and surfaces

### Tool Use and Coordination

- Use hand and power tools with accuracy and control
- Perform tasks requiring fine motor skills, including wiring, painting, and plumbing
- Operate maintenance equipment safely, such as lifts, carts, and small machinery

### Environmental Conditions

- Work in a range of temperatures, including outdoors and non-climate-controlled areas
- Tolerate exposure to dust, dirt, and other airborne particles
- Use standard building maintenance chemicals safely and regularly

### Sensory and Communication Abilities

- Read and interpret manuals, schematics, and safety information
- Detect maintenance issues visually and by sound, such as leaks, electrical faults, or alarms

## Minimum Qualifications

- At least ten years of experience in multi-discipline building maintenance, including electrical, structural, mechanical, HVAC, plumbing, and computerized environmental control systems
- Proficient in standard office software, with strong verbal and written communication skills
- Must pass a background check and possess a valid driver's license with access to a reliable vehicle
- Must have access to a personal computer with reliable internet for remote monitoring of building systems
- Must have access to a cell phone with an active service plan
- Willing to work overtime as needed and able to respond to Museum emergencies within 20 minutes

## Preferred Qualifications

- Third Grade Stationary Engineer's license or advanced certifications
- Strong organizational, interpersonal, and problem-solving abilities, with attention to detail
- Ability to prioritize tasks and responsibilities without direct supervision

## Compensation

*\*Salary will be commensurate with experience and qualifications.*

***Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact [careers@joslyn.org](mailto:careers@joslyn.org).***

## To Apply

**Please submit your cover letter and resume via email to [careers@joslyn.org](mailto:careers@joslyn.org), and include the job role in the subject line.**

Joslyn Art Museum is committed to fostering a welcoming and unbiased hiring process that offers opportunities for all candidates. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers competitive compensation and a generous benefits package to eligible employees.

## Our Mission

The Joslyn brings people together to explore art across time and cultures.

Joslyn Art Museum was a gift to the people of Omaha from Sarah Joslyn in memory of her husband, George. From its first day, November 29, 1931, to today, the Museum has welcomed millions of visitors from around the world. The Joslyn's collection of over 12,000 objects represents 5,000 years of human creativity and the world's diverse cultures. The campus comprises three stunning buildings—distinct yet connected—surrounded by sculpture gardens. Learning and engagement opportunities abound, and general admission is free to all, always.