Position Description

Title: Maintenance Mechanic
Department: Office of Facilities and Campus Safety
Reports to: Director of Facilities and Campus Safety
Internal Contacts: Residents, Students, Faculty, Staff
External Contacts: Vendors, Contractors, City Agencies, and others as needed
Employment Status: Full-time; non-exempt

Domains:
• Assist in managing day-to-day operation of central plant systems, including cooling towers, boilers, pumps, HVAC systems and controls, fire alarm and sprinkler systems, elevators, and other critical equipment.
• Troubleshoot problems with plant systems, working with Facilities Office staff to call in contractors as needed.
• Perform minor electrical, plumbing, and carpentry repairs, and helps ensure the building is well-kept and safe.
• Maintain keyed and electronic door and door hardware systems.
• Assist with garbage and snow removal and sidewalk cleaning when needed.
• Maintain an inventory of tools, supplies, and equipment, working with Facilities Office staff to order items as needed.
• Oversee contractors and representatives from other agencies when on site.
• Perform other duties as assigned.

Job Requirements:
• Advanced technical or college training preferred.
• Minimum of 2 years of facilities and building system experience.
• Technical knowledge of building systems, contractual maintenance, construction, and related services desirable.
• Willingness to secure certifications (OSHA, FDNY, boiler, etc.) as requested in support of building systems.
• Knowledge of Federal, State, and Local laws, ordinances, and codes relating to the operation and safety of facilities.
• Working knowledge of Microsoft Office.
• Positive customer service and interpersonal skills; self-motivated; organized with good time management skills; and able to work under pressure.
• Certifications (boiler, fire alarm, fire director, standpipe, sprinkler) and Affiliations helpful.
Contact Information:
Send letter of application and résumé including three references to:

Rosalie Gambino
Building Manager
rgambino@msmnyc.edu

No phone calls, please

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.