



Position opening:	Facilities Engineer
Facility Name:	Lynnwood Convention Center
Location:	Lynnwood, WA

Job Title: Facility Engineer
Department: Operations
Reports To: Director of Operations
FLSA Status: Exempt Salaried

Summary

The Facility Engineer directly performs a variety of skilled and unskilled activities involved in the operation and maintenance of the facility's mechanical, electrical, and technical systems and general operations. An ideal candidate will possess previous experience in event facility operations with a background in facility and event support.

The Lynnwood Convention Center's purpose is to create, plan and execute outstanding event experiences. To achieve this, our employees must provide the highest levels of guest service by demonstrating our principles of being Professional, Resourceful, Accommodating and Precise, while always being Safe. To be successful in this role, candidates must be friendly and honest, build strong relationships, continually strive to provide a seamless experience, and be flexible to our guests' needs by providing quality services and products through detailed and accurate communication. Team members of the Lynnwood Convention Center must share in our values of being Adaptable to event needs, being Aware of guest requirements, showing strong Character, and being Team-centric. We are looking for talented individuals who model these values in their work behavior, decision making, personal contributions, and guest interactions.

Essential Duties and Responsibilities

- Operate, monitor, repair and maintain the facility's audio-visual, IT, environmental controls, emergency power, electrical, HVAC and lighting systems as required for the safe and efficient operation of the facility.
- Repair and rebuild various items such as motors, compressors, and ice machines.
- Follow the preventive maintenance program, energy management program and standard operating procedures for all machinery and equipment.
- Perform repairs and maintenance tasks such as painting, wall repair, patching, re-lamping, replacing ceiling tiles, filters and belts as required.
- Record and log all work performed, complete work order slips and compile all required reports in a timely and complete manner.
- Assist other Operation Department divisions to expedite event conversions as needed.
- Promote a safe working environment for all employees by following the life safety and emergency program as needed.
- Read and interpret performance charts and control panels to evaluate the efficiency of each system.
- Respond to routine, precautionary and emergency alarms from building automation and life safety systems.
- Work extended and/or irregular hours including nights, weekends and holidays as needed.
- All other job duties/responsibilities as assigned.

Skills and Abilities:

- Understand the methods, principles and practices required for the operation and maintenance of the mechanical and electrical systems. Properly use all equipment needed to perform required duties.
- Be familiar with operational procedures, facility capabilities, industry terminology, event-related services, and technical requirements for the types of events anticipated at the facility.
- Know general techniques in plumbing, electrical wiring, and ventilating systems to be able to assist the HVAC and Electrical technicians as needed.
- Understand door hardware, locks, key machine, door closers, etc.
- Possess any licenses, certificates or training required by local, state, or national authorities for the operation of the equipment found in the facility.
- Read and comprehend blueprints, drawings, and other related materials.
- Follow and adhere to all safety precautions, building codes, rules, regulations, risk management and emergency procedures.
- Meet the physical demands of this job, which include being able to get in and around the facility (requires personal mobility), lifting, carrying, moving, climbing, working from various heights, and moderate to loud noises.
- Operate equipment such as light trucks, pallet jacks, forklifts, scrubbing machines or other light power driven equipment.
- Operate monitoring controls; personal computer (light use) using Windows 2000, Word, Excel; and other related standard office equipment.
- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Organize and prioritize work to meet deadlines.
- Has excellent organizational, planning, and problem-solving skills.
- Has extraordinary communication skills both verbal and written, utilizing the English language.
- Work effectively under pressure and/or stringent schedule and produce accurate results.
- Work independently, exercising judgment and initiative.
- Be licensed and insured to operate a motor vehicle in the United States.

Education and/or Experience:

- High school diploma or G.E.D. and three (3) years full-time experience at a facility; or equivalent combination of education and experience. Some technical support school or advanced electrical or refrigeration courses helpful.
- Industry experience in event facility operations preferred.
- Have previous experience with audio/visual equipment and IT preferred.

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.

To Apply: Follow the link below or copy into a web browser.

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000715154006#/>

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.