Employment Opportunity:
Assistant HVAC Engineer/HVAC Mechanic

About the Museum
The Rubin Museum of Art in Chelsea, New York City, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture across history and into the present. With its globally renowned collection of nearly 4,000 objects largely centered around the Tibetan Plateau and spanning 1,500 years, the Rubin fosters understanding and appreciation of this region by relating its art and ideas to our shared human experience today.

The Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and explore the mind. Through this work, the Rubin serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

The five gallery floors feature several long-term rotating installations drawn from the permanent collection as well as frequent short-term exhibitions that are more broadly conceived.

Now in its second decade, the Rubin welcomes visitors and has a growing membership of more than 4,000 households.

About the Position
The Museum’s Facilities Department seeks a qualified Assistant HVAC Engineer/HVAC Mechanic to work as part of the Museum Services & Operations team. In this position, the Assistant Engineer/Mechanic plays a vital role in ensuring all building systems, including HVAC, plumbing, electrical, emergency power, and others, are properly functioning to meet the required specifications and standards of a world-class art museum, and to ensure that our facilities operate without interruption or inconvenience to our patrons, employees, and guests.

This position requires availability to work at least one weekend day per week and have the flexibility to occasionally work overtime for special events.

This is a full-time, non-exempt position reporting to the Assistant Chief of Engineering and works closely with other departments in the Museum Services & Operations team (Operations, Security, IT, AV & Lighting).

Responsibilities:
- In conjunction with the supervisor operates, performs preventative maintenance, troubleshoots and repairs all HVAC systems.
- Operates the Building Management System (BMS) using applicable software.
- Assists with light plumbing and electrical work.
- Performs basic maintenance and repair of misc. building equipment - generator, door & locks, back-of-house lighting, etc.
- Provides basic maintenance of fire alarm and fire suppression system and components.
- Responds to all facility calls related to HVAC, water leaks, electrical problems, etc.
- Works closely with and at the direction of the Assistant Chief Engineer.
- Performs all other duties as assigned.

Qualifications:
- High school diploma or GED equivalent is required.
- Trade school or higher education – a plus.
- Must have 3 to 5 years’ experience related to HVAC systems, including preventative maintenance, operation, troubleshooting and the repairs.
- Experience with or working knowledge of electrical chillers, condenser and chilled water pumps, cooling towers, absorbers, air handlers, boilers, humidifiers
- Experience with operating a building management system (BMS).
- Must have some working experience with tools of the trades related to HVAC, electric, and plumbing.
- A customer service oriented attitude and the ability to remain calm under stress, and to work effectively and efficiently with other staff members and vendors.
- Must have good written and oral communications skills.
- Excellent organizational and time management skills and be able to work with minimum supervision.
- Knowledge of Microsoft Office software (Word, Excel and Outlook) a plus.
- Must be detailed oriented and be able to prioritize.
- Any other professional certification or licensure a plus.
- Prior experience working in a museum environment not required but a plus.
- Required to work one weekend day plus one early evening each week and to occasionally work special events on an overtime basis.

Compensation:
- Hourly rate - $25 to $35 commensurate with experience.

The Rubin Museum offers a generous and competitive benefits package.

Please provide the following as part of your Application:
- Complete resume.
- A cover letter addressing both your interest in the Rubin Museum and your qualifications for this position.
- Please include Assistant HVAC Engineer/HVAC Mechanic in the subject line of email and in body of cover letter.
• Application in electronic format preferred and accepted at jobs@rubinmuseum.org.
• Send application via mail to The Rubin Museum of Art, 150 West 17th Street, New York, NY 10011. Attention: Head of Human Resources Dept.

The Rubin Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.