

# Asia Society Career Opportunity

Location: New York

Position: Operating Engineer (Grade 7) Code 1819

Purpose: To operate and maintain the Building and its Plant in the highest standards.

## Responsibilities:

- Maintain preventive maintenance program.
- Keep inventory of all mechanical supplies and tools.
- Wire and maintain Data/Communication closets.
- Operate and maintain all mechanical equipment.
- Work with outside contractors on premises.
- Maintain Cooling Tower water testing records.
- Maintain and record test on all life safety equipment.
- Maintain Fire standpipe and sprinkler systems records.
- Coordinate maintenance needs and building coverage with all departments for their events.
- Respond to fire alarms and oversee the evacuation of building if required.
- In the absence of the Director handle all NYC building inspections.
- On call 24 hrs. for all emergencies.
- Maintain flexible working schedule to maintain building coverage for all after hours Society events.

## Qualifications:

- 5 years' experience in Building operations, electrical, plumbing and HVAC equipment.
- NYC certificate of qualification for Refrigeration Systems Operator required.
- Certified New York City Fire Department Fire Safety Director.
- NYC Fire Department certificates of fitness F-14, 21, 33 and 37.
- Work Knowledge of Microsoft Office software.
- Ability to make independent decisions during an emergency.

## COMPETENCIES:

### Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

### Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
TOKYO  
WASHINGTON, D.C.  
ZURICH

725 Park Avenue  
New York, NY 10021-5088  
Phone/Fax 212.288.6400  
AsiaSociety.org

- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

**Collaboration and Teamwork:**

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

**Innovation:**

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

**Technical Expertise:**

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one’s own technical area and effectively prepares for anticipated changes
- 5 years’ experience in Building operations, electrical, plumbing and HVAC equipment.
- NYC certificate of qualification for Refrigeration Systems Operator required.
- Certified New York City Fire Department Fire Safety Director.
- NYC Fire Department certificates of fitness F-14, 21, 33 and 37.
- Work Knowledge of Microsoft Office software.
- Ability to make independent decisions during an emergency.

**How To Apply:**

- Please email your cover letter, resume, and salary requirements to [buildingjobs@asiasociety.org](mailto:buildingjobs@asiasociety.org) Indicate job title and reference code 1819 in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.
- Asia Society is an equal opportunity employer.

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
TOKYO  
WASHINGTON, D.C.  
ZURICH

725 Park Avenue  
New York, NY 10021-5088  
Phone/Fax 212.288.6400  
AsiaSociety.org