



Job Title: Mechanical / Electrical / Plumbing (MEP) Coordinator
Department: Facility Management
Reports To: Director of Operations

POSITION SUMMARY: Coordinates the maintenance and repair of the mechanical and electrical systems of the ICCLOS complex. A preventative maintenance program to include all HVAC, plumbing, refrigeration systems, misc. welding, and all electrical systems, including high voltage. Develop and manage energy efficient solutions for electrical and HVAC systems. Forecast and implement equipment upgrades and replacement. Coordinate and schedule project work with contractors and in-house staff. Develop and manage parts and materials program for preventative maintenance and repairs. Update drawings to reflect upgrades and changes to systems.

DUTIES:

- Act as building manager for tenant and primary contractors.
- Manage and direct mechanical / electrical / plumbing skilled union departments.
- Approve use of part-time skilled employees and contractors.
- Direct utility companies and their services.
- Act as contact between event staff, sports department and union workforce.
- Discipline employees in accordance with rules and attendance policies of corresponding Bargaining Agreements and Human Resources.
- Make recommendations related to hiring, firing or other changes in employee status.
- Other duties as assigned by Director of Operations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to work with efficiency and composure under stress and have excellent time management skills. Familiarity with OSHA regulations regarding use and storage of chemicals along with knowledge of facility requirements, materials, and equipment. Working knowledge of labor contracts.

EDUCATION/EXPERIENCE:

Bachelor's degree (B. A.) from four-year College or university in engineering or engineering technology; or four to six years of related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- General knowledge of building codes, plumbing, electricity and mechanical methods.
- Working knowledge of Indiana laws governing bidding procedures.

- Working knowledge of OSHA, ADA, EEOC, legal employment standards and hiring regulations.
- Must have complete working knowledge of Union Contracts.
- Must have knowledge of basic computer programs.
- Valid drivers' license.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

Position can frequently be fast paced. Ability to handle and provide direction, assess situations, enter into dialogue and complete tasks, providing timely and consistent customer feedback and interaction.

Must be comfortable working in a large facility that requires extensive walking to monitor facility activity. This position requires constant standing, walking, climbing stairs. Frequent oral/written communication is required.

Frequent reaching: high/low/level with occasional lifting from 20 lbs. to 75 lbs. Working conditions also require working both inside and outside the Facility.

Individuals interested in applying for this position should submit a resume and cover letter to the Human Resources office no later than Friday, December 15, 2017.

Address:

Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225

Email: jobs@icclos.com