



## **JOB DESCRIPTION**

**Job title:** Facilities Engineer  
**Department:** Facilities & Operations  
**Reports to:** Sr. Director Facilities & Operations  
**Job Status:** Full-Time; Exempt

### **Company Description**

The Tobin Center has transformed the performing arts in San Antonio delivering a world-class venue and world-class performances for everyone. The Tobin strives to excite all ages, cultures, lifestyles and income levels with performances by many different artists and performers.

The Tobin Center for the Performing Arts' mission is to provide state-of-the-art facilities and services in support of its major tenants: the Symphony, the Opera, the Ballet and other nonprofit performance companies. To be self-supporting, The Center presents commercial programming and rents facilities to for-profit organizations.

The Tobin Center is a new facility that incorporates the front façade of the historic San Antonio Municipal Auditorium. Construction began in the summer of 2011 and was completed September 4, 2014.

The facility is comprised of three venues:

- A flexible 1751 reserved seat or 2100 general admission capacity performance space with hall acoustics adjustable for both acoustic and amplified music presentations. The main floor is convertible from traditional theatrical seating to a flat floor capable of seating 600 or more for a banquet or cabaret style concert seating.
- A 250-seat studio theater with numerous flexible seating arrangements.
- An exterior venue along San Antonio's famous River Walk, for concerts, plaza casts, film festivals, and receptions.

## **Position Summary**

The Facilities Engineer will report to Senior Director of Facilities and Operations. This is a salaried position.

## **Essential Duties and Responsibilities**

- Perform ongoing preventive maintenance and repair work on facility mechanical, electrical, and other installed systems;
- Maintain, operate all HVAC systems and associated equipment, electrical equipment, plumbing systems, building management system, and building repairs;
- Perform facility inspections and report on condition affecting operations;
- Monitor and supervise HVAC preventive Maintenance contracts;
- Respond to emergencies;
- Prepare and submit summary reports of conditions in buildings and recommend actions to be taken;
- Review and understand equipment and methods of operation, BMS system, fire/life safety, and other systems;
- Comply with all safety procedures and requirements;
- Maintain compliance to City, County, State ordinances and codes;
- Support any afterhours building needs and activities as required;
- Attend training sessions and seminars; and
- Other assigned tasks as requested.

## **Qualifications**

- High School diploma and Certifications
- EPA 608 Technician Certification
- 2 - 4 years of related experience
- Strong mechanical aptitude
- Experience with a computer and iPad
- Communicate effectively both orally and writing
- Maintain detailed and accurate reports
- Establish and maintain a good working relationship with contractors and Tobin Center Personnel

## **Physical / Mental Activities, Requirements and Demands commonly associated with the performance and functions of this job.**

- Standing, Walking, Sitting, Reading, Stooping, climbing Ladders, crawling in / through low spaces;
- Hand and Finger Dexterity, Clear Speech, Hearing/Listening Reading and Writing, Clerical, basic Math and Analytical Skills, Judgment, Problem Solving and Decision Making; and
- Heavy Lifting and Moving, Computers and Related Equipment, Heavy Equipment.

## Environmental / Atmospheric Conditions

Inside and outside work; Work outside on building roof; Hot and Cold weather.

## Machines, Tools, Equipment and Work Aids

Mechanical and Electrical Equipment, Tools and Ladders to be provided by The Tobin Center.

## Performance Competencies

- **LEADERSHIP** – Consistently accomplishes the expected objectives and takes on extra tasks or projects as required or necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same. Takes initiative with and is proactive in approach to accomplishing tasks. Ability to make decisions and take actions consistent with organizational goals.
- **INITIATIVE** – Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.
- **JUDGMENT** - Uses discretion in making decisions within the scope of their job. Refers decisions beyond their scope to supervisor. Discretion in handling confidential material.
- **COMMUNICATION SKILLS** – Includes the ability to express ideas effectively whether face to face or in writing in both individual and group situations. Presentations are conveyed in a clear and concise manner to the audience. Adjusting tone and terminology to the needs of the audience. Openly exchanges information in a timely manner. Knows who to keep informed. Uses confidential information with discretion.
- **PLANNING AND ORGANIZATION** – Ability to schedule workload, set priorities and manage time in order to complete assignments and fulfill responsibilities.
- **MANAGEMENT OF RESOURCES** – Ability to use time, money, technology and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to incumbent job responsibilities.
- **FOCUS** – Interaction with internal and external personnel. Requires putting self in other's place, anticipating and meeting needs quickly and accurately. It also means following up and monitoring situations to be sure everyone is satisfied.
- **TEAMWORK** – Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to

changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.

- **TECHNICAL KNOWLEDGE** – Individual’s ability to demonstrate the specific skills necessary to the position using industry procedures, tools, and equipment necessary to accomplish required tasks.
- **WORK HABITS** – Demonstrate commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs duties. Being able to anticipate change and bring about changes when they are needed with proper professionalism.
- **CREATIVITY** – Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.
- **BUSINESS & ORGANIZATION KNOWLEDGE** – Having knowledge of the Tobin’s business involves understanding our industry and how the incumbent’s position and knowledge plays an important role in the success of the organization. It also includes the ability to acquire new knowledge of our industry and using this information for success.

Please send application and/or resume to The Tobin Center offices at

115 Auditorium Circle  
San Antonio, Texas 78205  
Attn: LuAnn Stidham

Or email to:

[Luann.stidham@tobincenter.org](mailto:Luann.stidham@tobincenter.org)