

MECHANICAL SYSTEMS MANAGER

EXPLORE ST. LOUIS

AMERICA'S CENTER COMPLEX (St. Louis, MO)

Explore St. Louis is the sales and marketing organization responsible for promoting and selling St. Louis City and County as a convention, meeting site, and leisure travel destination. Explore St. Louis manages and operates the America's Center Complex which includes the Cervantes Convention Center, the Dome at America's Center (67,000 seats), the Ferrara Theatre, and the St. Louis Executive Conference Center.

Explore St. Louis is seeking a Mechanical Systems Manager for its America's Center Complex operations. This position reports directly to the Vice President of Operations and is responsible for overseeing the activities and personnel engaged in maintaining the building mechanical systems and associated physical building assets. To maintain and modify building mechanical systems to optimize and improve upon designed performance. With the review of the Vice President of Operations, makes decisions regarding day to day building mechanical systems. Responsible for the supervision of the HVAC technicians and operating engineers. Some essential duties and responsibilities of this position include the following:

- Assist the Vice President of Operations and Assistant Director-Operations in developing policies and procedures, operation budget, utility budget and departmental goals.
- Identify and recommend optimal staffing levels necessary to manage workloads, and services.
- Manage direct reports including but not limited to: training, assigning work, evaluating and setting yearly goals, and conducting professional development plans.
- Provide oversight of staff's daily work assignments and productivity.
- Plan, schedule, coordinate repairs and utility outages with the utility companies.
- Inspect the facilities to identify maintenance and repair needs.
- Ensure that all preventive maintenance is carried out correctly and in a timely manner.
- Plan and coordinate installation of new equipment, and modification / improvement of existing equipment.
- Carry out special projects utilizing available resources.
- Maintain responsibility for plant operation, maintenance, and optimization.
- Develop and execute energy programs to achieve improved system performance and reduce energy consumption and cost.
- Responsible to provide PMS reports.
- Must be on call 24/7 and be able to work a flexible schedule. This includes nights, weekends, and holidays.

The successful candidate will have a High School Diploma or GED. Preference may be given to a Bachelor's degree. Must have completed an approved apprenticeship program in HVAC and Refrigeration and five years of Journeyman Level HVAC and Refrigeration experience. Four to seven years supervisory experience required, along with demonstrated management and organizational skills. Effective interpersonal, oral, and written communication skills are necessary. Ability to write reports, business correspondence and procedure manuals using MS Office (Outlook, Word, Excel, Access, Powerpoint) or similar software is essential. Ability to effectively present information and respond to questions from Directors, managers, employees, customers, and the general public is critical. Must have and maintain a valid driver's license.

Apply online at <https://explorestlouis.com/job-opportunities-internships/>. Please include your cover letter and resume when applying online. Applicants can also email resume + cover letter to jobs@explorestlouis.com. NO PHONE CALLS! EOE.

Explore St. Louis has a mandated COVID-19 vaccination policy for all employees. Pre-employment testing includes drug screening and a criminal background check. Applicants must be United States citizens or legal residents of the United States.

Diversity, Equity & Inclusion: Explore St. Louis values diversity and we are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, pregnancy, age, national origin, physical or mental disability, past or present military service, marital status, gender identification or expression, medical condition or any other protected characteristic as established by law.