



MASSACHUSETTS PORT AUTHORITY
invites applications for the position of:
**Supervisor, Building Control
Center**

LEVEL: 6

OPENING DATE: 06/18/14

DESCRIPTION:

The Supervisor, Building Control at the Massachusetts Port Authority provides control and operation of the Building Control Center and associated systems. This position supervises and monitors computerized facility management systems; responds to various issues such as fire, smoke, water flow, HVAC, electrical or other maintenance needs in buildings, tunnels and exterior locations; dispatches the appropriate responders, monitors their actions and resets alarms and reactivates systems as appropriate. It also provides centralized communications to Massport staff, tenants, State & Federal agencies and contractors during routine and emergency operations.

ESSENTIAL TASKS OF THE JOB:

Ensures continuous operation of the Energy Management Systems.

1. Monitors Massport Facilities HVAC/Energy/Utility Distribution systems.
2. Initiates appropriate system corrections to remedy HVAC, Lighting Mechanical and energy related problems.
3. Reports, logs and or assigns appropriate technicians to correct system performance.

Monitors all audio and visual alerts issued from the Fire/Security and Life safety alarm system(s).

1. Notifies appropriate party as to the nature of alarm and documents incident.
2. Performs non-technical maintenance of system; resets alarm, runs test functions.
3. Performs routine tests of the Airport-wide emergency voice evacuation system.
4. Contacts and assigns outside contractor to perform scheduled and emergency maintenance.
5. Monitors intrusion alarms and notifies State Police as necessary.
6. Issuance of regulated keys to employees & contractors who require keys to perform their job functions.

Coordinates radio and telephone communications for all routine and emergency activities affecting Massport Facilities and Facilities Maintenance personnel.

1. Monitors all radio frequencies.
2. Monitors video screens on Logan airport and communication telephones.
3. Responds to calls and contacts shift manager regarding problematic conditions.
4. Initiates request to staff or tenants to correct maintenance and service conditions.
5. Logs by computer and manually all occurrences.
6. Dispatches by telephone or radio, information to relevant parties.

Performs secondary supervision for all Facilities units and contractor services.

1. Acts as Supervisor on duty in the absence of the Deputy Director of Airport Facilities and Manager, Contract Services.
2. Receives call-outs from Facilities administrative and union staff and back fills the position when necessary using the overtime call in procedures.
3. Supervises maintenance work and emergency responses with Facilities staff and contractors.
4. Conducts routine inspection of terminals, roadways, airfield, ramp and associated buildings.
5. Issues work orders and deficiency correction reports to all Facilities units and contractors for corrective action and resolution through the facilities asset management system.

Coordinates snow removal and maintenance of airfield and street-side runways, taxiways, roads and sidewalks.

1. Coordinates with Facilities, Operations, Tenant and snow removal contractors in all aspects of snow removal and melting operations.
2. Travels to site; monitors personnel, equipment, and procedures.
3. Acts as liaison between all parties to resolve issues.
4. Maintains maps, charts and communication to facilitate effective snow removal/melting.

Monitors airfield lighting and electrical distribution systems.

1. Monitor airfield lighting computer for malfunctioning airfield lights and acknowledge alarms.
2. Monitors the electrical distribution system computer and associated substations.
3. Coordinates and dispatches Electricians and Facilities Personnel to all electrical power interruptions.

Monitors elevator and escalator control/monitoring system.

1. Monitors elevator and escalator status.

2. Monitors emergency phones located inside elevators.

3. Coordinates activities of Massport Fire Rescue, State Police, Facilities personnel and outside contractors in responding to entrapments and other incidents involving elevators, escalators and moving walkways. Maintains telephone contact with individuals inside malfunctioning elevator and provides instruction.

Responds to emergency situations according to airport procedures and directives.

1. Provides supervision on airfield and in terminals per FAA/TSA requirements.

2. Responds to all potential and actual Airport Alerts to provide supervision and escorts as required.

SECONDARY JOB TASKS:

Oversees access of outside contractors to Massport property.

1. Distributes temporary security cards and parking permits to contractors.

2. Monitors and logs contractor access to secured areas.

3. Instructs and informs contractors on Massport and FAA rules and regulations regarding safety and security.

4. Advises State Police and Massport Operations of contractors in secured areas.

Handles administrative functions i.e. purchase orders, reconciliation work orders, etc as required by the Manager, Contract Services.

Attends meetings related to facility, construction, engineering to remain current on all projects in progress, and planned.

1. Reviews projects blue prints, construction drawings, and tenant alteration plans for Building Control issues and the impact of integrating them into the building control monitoring system.

Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:

EDUCATION: Degree in aviation management, computer systems, or equivalent preferred. Ability to communicate effectively in emergency conditions.

EXPERIENCE: 5-7 years in facilities operations required. Experience in radio procedures, physical inspection, scheduling and dispatching in either an aviation or public safety setting

preferred.

UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS:

1. Current and valid driver's license unrestricted except for corrective lenses and automatic transmission required.
2. Working knowledge of computers, and office software applications preferred.
3. Ability to pass a Massport security clearance and obtain a Massport security badge.
4. Ability to pass airfield driving test and obtain Aerodrome Ramp, Apron and Airfield License.
5. Ability to pass a Massport controlled substances test, background and security checks.

SUPPLEMENTAL INFORMATION:

WORK SCHEDULE: 40-hour work week, with the ability to work any shift. Ability to be on call 24 hours a day, seven days a week. Must be able to work weekends, holidays and overtime in emergency conditions as assigned.