



STAVROS  
NIARCHOS  
FOUNDATION  
CULTURAL  
CENTER

ΚΕΝΤΡΟ  
ΠΟΛΙΤΙΣΜΟΥ  
ΙΔΡΥΜΑ  
ΣΤΑΥΡΟΣ  
ΝΙΑΡΧΟΣ

## Technical Officer – EM

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Facilities Department** is responsible for the proper operation, preventive and repair maintenance of all building technical infrastructure and the surrounding area of the SNFCC. At the same time, it supports all the other departments and functions of the Organization.

SNFCC is seeking a candidate to fill the position of a **Technical Officer – EM**, reporting to the Facilities Manager. **The ideal candidate** will undertake the monitoring of the SNFCC's facilities management service provider's obligations related to the Electrical and Mechanical (E/M) facilities and will supervise, within the framework of his/hers responsibilities, the implementation of the relevant contract, ensuring the provision of agreed services. He/She will participate in new projects for upgrading infrastructure or installing new systems. He/She will implement and comply with the Environmental commitments of the Organization and will monitor all Environmental procedures and their impact, as well as the operation of the relevant systems and equipment.

## **Key Duties and Responsibilities**

- Monitor E/M maintenance works, failures and repair, by contracting integrated facilities management services
- Collaborate with the competent partners of the provider responsible for E/M works and all external contractors related to SNFCC's facilities for the resolution of issues and failures, and the handling of emergencies and contingencies
- Monitor and control scheduled maintenance and resolve issues regarding the SNFCC's operational E/M equipment; collaborate with other members of the facilities department for the overall support of technical maintenance
- Collaborate with representatives of the Greek National Opera and the National Library of Greece, other SNFCC departments and external partners, when required
- Implement the Environmental Management System of the Organization, based on the ISO 14001 standard or similar, according to the planning of the Department
- Actively participate in the Environmental Management Team of the Organization
- Prepare energy studies and reports, progress reports or recommendations on any issue related to Environmental Management
- Continuously monitor Environmental aspects and impacts based on approved Environmental Management Systems
- Continuously document and monitor/evaluate the parameters related to the environmental aspects and impacts, utilizing internal technical systems
- Prepare energy and water saving proposals
- Prepare proposals for the upgrading of operation and systems aiming at optimal environmental performance
- Ensure compliance of the Organization with the existing Environmental Licensing; ensure legal compliance with the applicable Environmental legislation
- Actively contribute to new projects involving the Department

## **Requirements**

- Polytechnic University degree in Electrical or Mechanical or Environmental Engineering
- Proven experience in the management of large building or industrial projects, with a minimum of 5 years in a related field
- Proven work experience in the fields of energy management or energy studies or inspections.
- Experience in implementing Environmental Management Systems (e.g. ISO 14001, ISO 50001, LEED).
- Experience in construction is an asset
- Excellent command of the Greek language, both spoken and written

- Good command of the English language, both spoken and written
- Excellent knowledge of MS Office 365, particularly Excel, Word and PowerPoint
- Any knowledge of specialized Energy and Environmental Management software is an asset

### **Soft and Hard Skills**

- Written and spoken communication skills
- Strong team spirit
- Excellent detail-oriented organizational skills to achieve goals within strict deadlines

### **Application Procedure:**

- The submission deadline is September 8, 2023, 16:59 EEST.
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to People with Disabilities.