

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MECHANICAL ENGINEER

QUALIFICATIONS:

- (1) Degree from an accredited college or university in Mechanical Engineering and three (3) years of professional mechanical engineering experience or an equivalent combination of education and experience.
- (2) Substitute completion of requirements for Professional Engineer's License and performing work assignments of the level shown in the performance responsibilities.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices of mechanical engineering as related to public works, drafting and design methods, practices and techniques, air conditioning and heating systems, boilers and plumbing. Knowledge of and ability to interpret and implement State Board rules and regulations pertaining to mechanical engineering and building equipment safety in school facilities. Knowledge of organization and operation of a mechanical engineering program for a large school district. Ability to organize and monitor. Ability to select, assign and direct personnel. Leadership and supervisory skills required. Ability to manage finances and budgets. Ability to utilize technology.

REPORTS TO:

Director II – Facilities Planning

JOB GOAL

To lead in planning, implementing and administering the Mechanical Engineering Program of the School District Facilities Planning operation.

SUPERVISES:

Foreman
Maintenance Mechanics
Technician II – Energy Management Control Systems

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Design programs and techniques to be used to establish a competent and comprehensive mechanical engineering operation.
- * (2) Assume responsibility for overall operation and decision-making in the Mechanical Engineering Department.

MECHANICAL ENGINEER (Continued)

- * (3) Recommend procedures and operational qualities within the school system for mechanical maintenance crews for use in carrying out the needs of the District and school facilities related to the areas of air conditioning, heating, boilers and plumbing.
- * (4) Recommend design procedures, review procedures, and operational procedures related to new school construction in the mechanical engineering area.
- * (5) Coordinate the work of the department / division with other engineering areas and actual operations in building and design requirements to mesh effectively with other functions of the building program.
- * (6) Assist in long-range planning for the effective and efficient use of mechanical systems as well as for energy programs / usage in the District.
- * (7) Monitor HVAC systems and implement grants and other energy conservation programs in the District.
- * (8) Establish work limits and requirements related to mechanical engineering for specified personnel and directly supervise assigned personnel.

Inter / Intra-Agency Communication and Delivery

- * (9) Respond to inquiries or concerns in a timely manner.
- * (10) Keep supervisor informed of potential problems or unusual events.
- * (11) Interpret and implement State Board rules and regulations pertaining to mechanical engineering and building equipment safety in school facilities.
- * (12) Work closely with District and school staff members in planning construction of new facilities, capital improvement projects, energy use and conservation and maintenance of existing facilities.

Professional Growth and Improvement

- * (13) Keep well informed about current trends and best practices in areas of responsibility.
- * (14) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (15) Promote and support training and professional growth for self and others.
- * (16) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and issues.

Systemic Functions

- * (17) Develop or assist in developing the department budget and monitor its implementation.
- * (18) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (19) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (20) Represent, consistently, the District in a positive and professional manner.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (22) Provide leadership and direction for the assigned areas of responsibility.
- * (23) Serve as a member of the Plant Planning Administrative Team for shaping mechanical engineering policies related to operations and design and for implementing these policies by directing the mechanical functions for Plant Planning.
- * (24) Assist in developing goals and projects to be accomplished in areas of expertise.
- * (25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (26) Set high standards and expectations for self and others.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

MECHANICAL ENGINEER (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 1

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002