



Job Title: **Mechanical Engineer**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 1

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to lead in planning, implementing, and administering the Mechanical Engineering Program of the School District Facilities Planning operation in a way that maximizes energy efficiency while balancing budget to provide adequate funding to sustain mechanical systems.

ESSENTIAL JOB FUNCTIONS

- Designs programs and techniques to be used to establish a competent and comprehensive mechanical engineering operation.
- Assumes responsibility for overall operation and decision-making in the Mechanical Engineering Department.
- Recommends 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.
- Recommends design procedures, review procedures, and operational procedures related to new school construction in the mechanical engineering area.
- Coordinates the work of the department/division with other engineering areas and actual operations in building and designs requirements to mesh effectively with other functions of the building program.
- Assists in long-range planning for the effective and efficient use of mechanical systems as well as for energy programs/usage in the District.
- Monitors HVAC systems and implements grants and other energy conservation programs in the District.
- Performs energy audits and analyzes multiple options using lifetime cost analysis to determine best options for new equipment.
- Redesigns and evaluates mechanical plants using new design techniques and equipment to establish more efficient mechanical plants.
- Establishes work limits and requirements related to mechanical engineering for specified personnel and directly supervise assigned personnel.
- Responds to inquiries or concerns in a timely manner.
- Keeps supervisor informed of potential problems or unusual events.

- Interprets and implements State Board rules and regulations pertaining to mechanical engineering and building equipment safety in school facilities.
- Works 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.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned area to fulfill project goals and objectives.
- Promotes and supports training and professional growth for self and others.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the assigned areas of responsibility.
- Serves 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.
- Assists in developing goals and projects to be accomplished in areas of expertise.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Sets high standards and expectations for self and others.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Degree from an accredited college or university in Mechanical Engineering and over ten (10) years of professional mechanical engineering experience or an equivalent combination of education and experience.
- Substitute completion of requirements for Professional Engineer's License and performing work assignments of the level shown in the performance responsibilities.
- 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

- Requires the ability to display 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.
- Requires the ability to display knowledge of and ability to interpret and implement State Board rules and regulations pertaining to mechanical engineering and building equipment safety in school facilities.
- Requires the ability to display knowledge of organization and operation of a mechanical engineering program for a large school district.
- Requires the ability to organize and monitor.
- Requires the ability to select, assign, and direct personnel.
- Requires the ability to display knowledge of leadership and supervisory skills required.

- Requires the ability to manage finances and budgets.
- Requires the ability to utilize technology.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget, to manage the budget within the assigned department, and to determine the allocation of the budget among divisions.
- Requires the ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers, and heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.
- Requires the ability to repair, develop, or install complex software or management information systems.
- Requires the ability to supervise employees using or repairing heavy or complex machinery and employees developing, installing, or repairing technology systems
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of major construction projects, new technology systems, and improvement plans or programs.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, feeling, fingering, grasping, handling, hearing, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: