

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

MECHANICAL ENGINEER

QUALIFICATIONS:

- (1) Bachelors degree in mechanical engineering with emphasis on Heating, Ventilation and Air Conditioning (HVAC) Systems
- (2) Five years experience in HVAC design, project management, plan review and systems analysis.
- (3) P.E. (Professional Engineer) registration preferred.
- (4) Experience in and understanding of commercial electrical and plumbing systems preferred.
- (5) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough understanding of HVAC systems, components and principles. Basic understanding of commercial electrical and plumbing systems. Understanding of construction project management principles and techniques. Understanding of and ability to read construction documents, plans and specifications. Knowledge of construction practices, methods, materials, applications and standards. Knowledge and ability to review project submittals and shop drawings. Understanding and knowledge of building codes related to Mechanical, Electrical, and Plumbing (MEP) systems. Understanding and knowledge of computer applications and construction and engineering related software. Understanding of records management. Understanding and ability to communicate effectively, speak in public, compose business letters and conduct business in an appropriate professional business manner. Ability to effectively and cooperatively work with others.

REPORTS TO:

Facilities Specialist

JOB GOAL

To serve as the District's authority in the area of mechanical systems, with special emphasis on HVAC systems. This individual will coordinate with the contracted design professionals in the development and review of MEP system plans, specifications and construction documents. HVAC replacement project coordination responsibilities fall under this position's responsibility, as well as submittal review for projects involving MEP systems. Additionally, this position is responsible for assisting the District's Maintenance department to troubleshoot HVAC problems.

SUPERVISES:

Affiliated District Clerical Staff
Contracted Services Architects
Contracted Services Engineers
Contracted Services Contractors
Contracted Services Construction Managers

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Direct contracted services professionals in the development of HVAC construction documents.
- * (2) Develop District MEP system standards and specifications.
- * (3) Lead preconstruction and assigned construction activities on HVAC or MEP projects.
- * (4) Conduct on-site mechanical, electrical and plumbing systems inspections.
- * (5) Establish procedures and practices for managing and coordinating District HVAC replacement projects.

Communication

- * (6) Communicate effectively orally and in written form.
- * (7) Prepare letters of recommendation for approval of contracts.
- * (8) Prepare review comments in a legible and understandable manner.
- * (9) Prepare School Board agenda material as necessary.
- * (10) Develop agendas and conduct meetings as necessary.
- * (11) Prepare weekly Work in Progress reports for the Director.
- * (12) Coordinate with District staff regularly and effectively.
- * (13) Develop and maintain detailed project records.
- * (14) Communicate regularly with other school districts and governmental agencies on current construction practices and costs.

Proactive Orientation

- * (15) Provide required leadership in all phases of new HVAC projects
- * (16) Demonstrative initiative in conducting assigned responsibilities.
- * (17) Anticipate potential problems and develop alternative planning strategies.
- * (18) Routinely coordinate with Maintenance staff regarding project preplanning.
- * (19) Coordinate and schedule training opportunities for District and Departmental staff.

Critical Thinking

- * (20) Conduct thorough reviews of construction plans and specifications.
- * (21) Develop long-range HVAC project priorities.
- * (22) Analyze problems and devise solutions for HVAC systems.
- * (23) Prepare accurate cost estimates as necessary.
- * (24) Assist in the development of the Five Year Work Facility Plan.
- * (25) Establish project schedules, budgets and quality expectations.
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- * (27) Assist in the development of the Five Year Work Facility Plan.
- * (28) Establish project schedules, budgets and quality expectations.

Continuous Improvement

- * (29) Set high standards for self and others.
- * (30) Remain current in construction industry trends and changes.
- * (31) Assist others in understanding relevant information related to HVAC systems and construction processes.

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- * (32) Attend seminars and appropriate training opportunities.

Facilitation

- * (33) Develop agendas and conduct meetings.
- * (34) Participate in project job meetings.
- * (35) Use appropriate interpersonal and professional styles and methods to guide individuals and groups toward task accomplishment.

Managerial

- * (36) Maintain accurate and comprehensive records on all assigned projects.
- * (37) Demonstrate professional managerial methods and techniques.
- * (38) Assume the lead role in HVAC replacement project management.

Constancy of Purpose

- * (39) Support the District's vision and mission.
- * (40) Obtain exceptional service, cost and quality from contracted services.
- * (41) Represent the District in a positive and professional manner.
- * (42) Willingly coordinate with District personnel on a regular basis.
- * (43) Provide leadership in developing a positive work environment.
- * (44) Participate in District committees as is beneficial to the position.

Decisiveness

- * (45) Make and share decisions in a timely manner.
- * (46) Appropriately advise Facility Specialist or the Director on project issues in a timely manner.
- * (47) Respond quickly in emergency situations.
- * (48) Initiate repair recommendations and procedures in a timely manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

Extended hours beyond the regular work day/week may be frequently required.

EVALUATION:

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

Job Description Supplement No. 10

*Essential Performance Responsibilities

Board Action

Approved _____
1/17/06

Revised _____