



Mechanical / Electrical Engineer

JOB DESCRIPTION

The Mechanical/Electrical Engineer, under the supervision of the Director of Facilities Planning, is responsible for design and peer review of mechanical, electrical, and plumbing for new construction and renovation projects. Serves as primary administrative coordinator on multiple engineering projects as assigned under the supervision and direction of the Director of Facilities Planning.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelors Degree in Engineering
- Seven years engineering practice with commercial construction and contract administration experience
- Registered Mechanical Engineer with knowledge in electrical (preferred)
- CAD experience in preparation of engineering construction documents

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to coordinate the planning and construction administration of multiple projects simultaneously
- Knowledge and experience in planning, design and construction administration of mechanical facilities construction
- Knowledge of applicable codes and regulations
- Skilled in computer usage (including Microsoft Project)
- Effective in communication verbally and in writing
- Ability to use Autocad 2000 or later edition (preferred)
- Considerable knowledge of architectural or engineering materials, construction principles, practices, and procedures
- Working knowledge of national codes related to life safety, accessibility, building, mechanical, and utility systems
- Requires accuracy, attention to detail
- Requires the ability to plan, organize, coordinate and document multiple concurrent complex tasks and projects
- A high level of written and oral communication skills is necessary as well as ability to negotiate
- Skills with Microsoft Office software is required
- Conducts oneself in a professional, ethical manner

DUTIES AND RESPONSIBILITIES

1. Responsible for design and peer review of mechanical, electrical, and plumbing for new construction and renovation projects.
2. Serves as primary administrative coordinator on multiple engineering projects as assigned under the supervision and direction of the Director of Facilities Planning.
3. Assists the Director of Facilities Planning with mechanical electrical and plumbing systems of building construction projects, from preliminary planning to project closeout for new facilities, renovations, maintenance repair and replacement of district facilities on assigned projects
4. Assists with identification of work scopes and development of cost estimates
5. Assists in checking references and making recommendations for contract awards
6. Serves as liaison with A/E and consulting firms working closely with contracted professionals.
7. Works for effective collaboration and quality assurance among all parties
8. Coordinates with in house departments and directs minor contract work
9. Observes construction work in progress and recommends payments, makes decisions, gives direction and provides approvals in keeping with authorizations and guidelines to assure quality of materials and workmanship as indicated in construction documents
10. Assists in the commissioning of completed systems

Mechanical / Electrical Engineer
Page Two

11. Develops and communicates District standards for energy management, indoor air quality and environmental issues
12. Performs Indoor Air Quality (IAQ) assessments and quality assurance duties
13. Assists in development and coordination of preventative maintenance and equipment replacement projects
14. Works diligently to assure satisfactory and timely completion of projects
15. Performs other duties as assigned

MENTAL DEMANDS

Ability to concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS

Ability to lift and/or carry heavy weight (45 pounds and over), sit, stand, walk, climb stairs, balance, stoop, kneel, crouch, crawl, pull, push, reach, do repetitive hand motions, hear, speak, maintain visual acuity, distinguish colors, drive personal vehicle, and travel frequently district wide. Ability to work inside and/or outside in temperature extremes, noise extremes, low or tense vibrations, slippery and uneven surfaces, biological exposure (insects, mold, fungi, bacteria, animals, plants, etc.), minimal chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke, etc.), sunlight exposure, works around moving objects, vehicles, and machines with moving parts, unusual fatigue factors such as eye strain, and may work prolonged irregular hours.

PAY SCALE: PO6

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised
12/2/07