

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MECHANICAL ENGINEER

**SALARY SCHEDULE: ADMINISTRATIVE - E**

**COST CENTER: CONSTRUCTION SERVICES (9042)**

**QUALIFICATIONS:**

- (1) Bachelor of Science Degree from an accredited educational institution in Mechanical Engineering.
- (2) Licensed as a professional Mechanical Engineer in the State of Florida
- (3) Minimum of 5 years' experience in the design or construction of HVAC systems in Florida

**KNOWLEDGE, SKILLS AND ABILITIES:**

Detailed knowledge of complex HVAC chilled water systems. Experience in building controls and automation systems (BAS). Proficiency with AutoCAD programs and the production of construction documents. Ability to read and interpret drawings and develop construction specifications. Ability to calculate construction costs and schedules. Ability to use computer and software related to responsibilities. Proven teamwork experience and efficient communication and collaboration skills.

**REPORTS TO:**

Director, Construction Services

#### JOB GOAL

To ensure that building mechanical systems are designed and installed to meet building code, maximize energy efficiency, and support a school learning environment for students.

**SUPERVISES:**

*N/A*

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Evaluate and review mechanical drawings for code compliance, quality of design and functionality.
- \* (2) Consults with design engineers, architects and mechanical contractors to ensure projects are in compliance with district standards.
- \* (3) Manages mechanical projects within the district.
- \* (4) Provides mechanical expertise to other district project managers.
- \* (5) Evaluates new HVAC system design, components and control technology and their possible application within school buildings.
- \* (6) Responsible for overseeing end to end system testing, programming, starting up, commissioning, and servicing on assigned projects.
- \* (7) Reviews equipment submittals for incorporation into design.  
Manages the district's technical guidelines for new construction, remodel and renovation.
- \* (8) Prepare progress reports on new construction, renovations and remodeling projects.
- \* (9) Make frequent visits to job sites for first-hand visual inspection and conferencing with contractors and inspectors.
- \* (10) Assist with development of long-range capital projects and budget estimates.
- \* (11) Develop and maintain automated tracking systems for projects.
- \* (12) Monitor construction schedules to ensure timely project completion.
- \* (13) Assist in research / clarification and resolution of issues and problems.
- \* (14) Participate in final inspection of assigned projects.

**MECHANICAL ENGINEER continued**

- \*(16) Demonstrate initiative in the performance of assigned responsibilities.
- \*(17) Provide for a safe and secure workplace.
- \*(18) Model and maintain high ethical standards.
- \*(19) Follow attendance, punctuality and proper dress rules.
- \*(20) Participate in workshops and training sessions as required.
- \*(21) Communicate effectively with staff and vendors.
- \*(22) Respond to inquiries and concerns in a timely manner.
- \*(23) Prepare all required reports and maintain all appropriate records.
- \*(24) Follow all School Board policies, rules and regulations.
- \*(25) Exhibit interpersonal skills to work as an effective team member.
- \*(26) Demonstrate support for the School District and its goals and priorities.
- \*(27) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- \*(28) Sustained focus and attention to detail for extended periods of time.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**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. 10**

\*Essential Performance Responsibilities