

MECHANICAL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional level position which provides technical expertise in the field of mechanical engineering for the Facilities Division of the Department of Public Works. Responsibilities include design development and the preparation of construction documents, and acting as Project Manager over selected projects. In addition, the incumbent works with county departments to meet user needs and to resolve heating, ventilating and air conditioning problems. General supervision is received from a higher level administrative employee. Technical supervision is exercised over building maintenance staff.

TYPICAL WORK ACTIVITIES:

1. Prepares design and construction documents on mechanical engineering projects for public bidding;
2. Prepares cost estimates for mechanical systems in renovation and new construction projects;
3. Performs field inspections on renovation and new construction projects to ensure compliance with mechanical engineering specifications and codes;
4. Works with departments to ascertain mechanical engineering related requirements; develops proposals to meet such needs;
5. Investigates extraordinary complaints related to mechanical engineering systems and recommends corrective action if warranted;
6. Researches new mechanical engineering systems materials, methods and technologies for appropriate application;
7. Establishes, monitors and revises technical standards for preventive maintenance programs on all mechanical systems;
8. Prepares reports and special projects as requested;
9. Acts as project manager over assigned projects;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of mechanical engineering as it relates to buildings and associated structures; good knowledge of the principles and practices of the field of energy management; good knowledge of construction project management as it relates to heating and ventilating, including scheduling and budgeting; ability to develop, read and interpret engineering drawings and specifications as they pertain to heating and ventilating systems, plumbing and energy management systems; ability to use electronic data processing equipment as it applies to the monitoring of energy management programs; ability to establish and maintain effective working relationships with others; ability to communicate, both orally and in writing; initiative; good judgment; dependability; physical condition commensurate with the demands of the position.

MECHANICAL ENGINEER (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in mechanical engineering or a closely related field and four (4) years of full-time paid work experience in the field of HVAC design, operation or management;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in mechanical engineering or a closely related field and six (6) years of experience as described in (A) above;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver license at time of application, appointment and to maintain position.

ADOPTED: 01/01/90
REVISED: 05/31/91 07/01/91 04/04/18