



Title: Senior Mechanical Engineer, HVAC
Job Code: 52001

FLSA Status: Exempt, Administrative
Class: Managerial
Division: Operations
Salary Schedule: X-5 Administrative plus benefits
Bargaining Unit: 03, HASA Administrators

Board Approved Date: December 7, 2016
Revised Date:

SPECIFIC ASSIGNMENT: The Senior Mechanical Engineer, HVAC is charged with the responsibility to research, develop, and oversee the implementation of HCPS mechanical standards for the purpose of ensuring a quality learning environment, uniformity, economy, safety, security, maintainability, operational efficiency, reliability and durability in the planning, design, construction, and continuing maintenance of District facilities.

SPECIFIC DUTIES:

Research, develop, update, and distribute mechanical HCPS Design Criteria Standards using approved formats.

Perform, coordinate, and monitor mechanical system plans' reviews (the internal and external review of mechanical design documents, including documentation of reviewer comments and consultant responses).

Reconcile Educational Specification requirements with regard to mechanical concepts and designs.

Perform and/or coordinate Phase III Documents mechanical system reviews; monitor and document responses.

Review and prepare recommendations in response to requests for deviations from mechanical design standards.

Review mechanical performance specifications on equipment for standards inclusion.

Participate in Substantial, Final, and 11-Month Warranty mechanical system inspections, as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following: .

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner.

Continuously monitor regulatory changes that impact school mechanical system design through code authority directives and professional societies/conferences.

Provide technical mechanical system consultant services and administrative standards support to the Project Management and Construction Services Teams.

**Title: Senior Mechanical Engineer, HVAC
Job Code- 52001**

Prepare mechanical design drawings and specifications for minor projects and volunteer developed projects; and oversee related construction activities.

Review all mechanical system change orders and value engineering items, and make recommendations relative to acceptability of the change, the cost of the change, and schedule impact of the change.

Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.

Perform any other duties and responsibilities as assigned.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Communications - Expresses ideas and thought verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Cost Consciousness - Works within approved budget. Conserves organizational resources. Develops and implements cost saving measures. Contributes to profits and revenue.

Leadership - Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.

Managing People - Provides direction and gains compliance. Includes subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.

Planning & Organization - Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.

Project Management - Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and on budget. Manages project team activities.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: A Bachelor's degree in mechanical engineering.

Experience: Five (5) years practical experience in mechanical engineering. Experienced in mechanical engineering planning, design and construction for educational facilities, SREF and FBC. Experienced in engineering project administration and/or mechanical code compliance and permitting. Experienced in IAQ issues and HVAC controls a plus. Preference will be given to engineers registered in the state of Florida.

Certificates/Licenses/Registrations:

Language Skills:

Read and interpret general business and professional journals, technical procedures, or regulations. Write reports, correspondence, and manuals. Effectively present and respond to questions from managers and the public.

Mathematical Skills:

Work with math concepts such as probability and statistical inference, and fundamentals of geometry and trigonometry. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Title: Senior Mechanical Engineer, HVAC
Job Code- 52001**

Reasoning Ability:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Microsoft Office

PHYSICAL DEMANDS:

This position requires the following physical activities: Standing, walking, sitting, handling, keyboarding, talking, and hearing, near acuity, field of vision, color vision, depth perception, climbing, balancing, crouching, bending.

This position requires the following lifting demands: Up to 55 pounds.

This position requires the following reaching activities: Both dominant and non-dominant hand; overhead.

This position involves the following environmental conditions: Noise Intensity 4: Loud. Proximity to moving mechanical parts and extreme heat.

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

ADDITIONAL REQUIREMENTS:

Maintain experience in the operation and maintenance of Energy Management Control Systems. Ability to analyze and troubleshoot HVAC control sequences to optimize HVAC performance and minimize equipment operation and energy costs. Skilled in the concurrent administration, management and review of mechanical systems concepts, plans and specifications, all of varying complexity on multiple projects, through all design and construction phases. Skilled in mechanical systems, energy conservation techniques, indoor air quality and ventilation issues, refrigeration, air conditioning, heating, plumbing, and controls, motors and pumps, electrical interfaces and emerging mechanical design concepts. Skilled in planning, tracking, evaluating, documenting, and reporting activities. Knowledge of life cycle costing, construction cost estimating and cost indexing; knowledge of project scheduling. Knowledge of OSHA, EPA, ADAAG, NFPA, ASCE, NECC, NEC, SBC, UBC, DEP, DCA, DOT, DOH AND DOE regulations; familiarity with FEMA, SBCCI, ANSI, BOCA, CABO, ASHRAE, ASTM, AND ARI code organizations and trade associations; experienced with the implementation of Florida Statutes and Chapter 423 of the Florida Building Code (SREF) with regards to the mechanical design and construction of school facilities.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.