



NEW: 07/01/2019  
 Submitted: 06/11/2019

JOB TITLE:	ENGINEER (MECHANICAL OR ELECTRICAL)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8342
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for directing and supervising the preparation of electrical plans and specifications for new and existing buildings; conducting inspections and coordinating the electrical requirements for all construction items, ensuring that they meet or exceed all regulations.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Directs the work of engineers in the preparation of electrical plans and specifications
- Supervises the preparation of plans and specifications for new electrical projects and renovations
- Engineers and designs electrical systems as required by District needs
- Serves as a staff resource person to the Director Facility Planning and Mechanical/Electronic Maintenance in approving electrical equipment for new installations
- Assists other support units with drawings and specifications, cost estimates, and material evaluation for work administered by the units of buildings and grounds, general maintenance and renovations, and mechanical and electronic maintenance
- Conducts periodic and final inspections of electrical construction items including change orders and contract payment authorizations
- Coordinates the electrical requirements for specific projects in order to ensure that the projects meet or exceed all local regulations, state codes, the National Electric Code and any utility requirements
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in Electrical Engineering
- Five (5) years of experience in electrical engineering
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Ability to prepare easily understood reports
- Experience in a diverse workplace

#### Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.