POSITION DESCRIPTION

TITLE: Manager, Mechanical Systems & Utilities  CATEGORY: Professional
FLSA STATUS: Exempt  GRADE: E

JOB SUMMARY: Responsible for the overall operation of Engineering Services development, implementation, and monitoring of utilities savings program. Responsible for planning, organizing, coordinating, and maintaining the Districts overall operation and maintenance of building, mechanical, water, and electrical equipment and systems.

ESSENTIAL FUNCTIONS:

1. Manage and supervise the electric, plumbing, refrigeration, and building services engineers shops.  
   YEARLY PERCENT OF TIME: 30%

2. Plan, assign, and supervise the work of skilled and semi-skilled workers engaged in the operation, maintenance, and repair of heating, ventilation, refrigeration, and air conditioning systems, including stationary engines, ice plant, boilers, compressors, pumps, condensers, steam and water lines, controls, and meters.  
   YEARLY PERCENT OF TIME: 20%

3. Direct the analysis of boiler feed water samples and determines water treatment needed.  
   YEARLY PERCENT OF TIME: 20%

4. Prepare requisitions for fuel, equipment, and maintenance supplies; responsible for the orderly condition of mechanical rooms and related equipment rooms. Provide budget recommendations to the Director of the Physical Plant.  
   YEARLY PERCENT OF TIME: 10%

5. Administer the Physical Plant preventive maintenance program, energy management system, and supervises 24-hour maintenance and/or repairs of facilities.  
   YEARLY PERCENT OF TIME: 10%

6. Provide personnel management and direction of assigned personnel, including orientation, training, performance appraisal, coaching and professional development.  
   YEARLY PERCENT OF TIME: 10%

REPORTING RELATIONSHIP: Director of Physical Plant

SUPERVISORY RESPONSIBILITIES: Direct supervision of personnel assigned.

Effective: 9/1/03
ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor’s Degree in Mechanical Engineering

EXPERIENCE: Five (5) years

CERTIFICATIONS/LICENSES: P.E. in Mechanical Engineering

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:
   - Ability to provide engineering services for the District.
   - Working knowledge of all phases of service and maintenance trades, as well as related fields.
   - Ability to plan, organize, lead, and control personnel and operations of a multi-site operation.
   - Effective communication (both oral and written) and conflict resolution/problem solving skills in a variety of circumstances.

2. Equipment Used: Personal Computer and other equipment associated with area of expertise and office environment.

3. Software Used: A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

Duties performed causes fatigue of eyes, fingers, or other faculties due to long periods of standing, sitting, walking and/or repetitive motion. Duties require continuous effort in working with light to moderate (10 to 30lbs) materials producing moderate body fatigue.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position’s accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

Job is performed with moderate to considerable exposure to various disagreeable elements. Work may involve exposure to dust, and/or unpleasant conditions or frequent handling of disagreeable materials such as chemicals, lubricants, and inks. May include continuous outdoor work with frequent exposure to poor weather conditions.