



## Position Description

<b>Position:</b> Chief Engineer	<b>Position Number:</b> 459101
<b>Department/Site:</b> Facilities	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Director of Facilities and Construction	<b>Salary Range:</b> 10

### Summary

Under the general direction of the director of facilities and construction, the chief engineer will oversee and participate in the design, operation, and maintenance of campus building and infrastructure systems.

### Essential Duties and Responsibilities

- Oversee the operation of all plumbing, mechanical and electrical systems, including the central plan and campus-wide energy management system.
- Maintain and manage the District plan archive and as-built drawing files.
- Participate in the design and engineering of electrical distribution systems, plumbing and mechanical systems, and digital control and warning systems.
- Prepare plans, specifications, computer-aided drafting (CAD) drawings and other documents necessary for the bidding or in-house execution of plumbing, mechanical or electrical projects.
- Review plans and specifications from contracted architects and engineers to ensure accuracy and compliance with District needs and standards.
- Conduct inspections of utility infrastructure work and mechanical, electrical, and plumbing work in buildings to ensure compliance with plans, specifications and building codes.
- Set up service agreements for the maintenance of major mechanical and electrical systems and components.
- Maintain accurate plans on the location of campus utilities and coordinate all utility outages required to execute project work or construction.
- Oversee the operation of the District key office, including the programming of locks and the distribution and control of keys.
- Establish product and quality standards for equipment, hardware and materials used in buildings and campus infrastructure.
- Provide technical oversight for the repair, maintenance, installation and replacement of building system and infrastructure equipment.
- Prepare requests for proposals from contractors, conduct job walks and evaluate contractor proposals.
- Participate in facilities planning, project development, design, construction and building occupancy.
- Prepare the master schedule for the operation of lights and HVAC equipment via the energy management system to facilitate program needs while ensuring energy conservation.
- Install, operate and program a variety of computer software related to the operation and control of building systems and equipment.
- Communicate effectively, both in writing and orally.
- Organize and archive large quantities of technical data for timely identification and retrieval.



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- Work cooperatively in a team environment to support the educational mission of the District.
- Train, supervise, and evaluate the performance of direct reports and student aides.
- Perform related duties as assigned.

### Qualifications

#### **Knowledge, Skills, and Abilities**

- Knowledge of overall organization, functions, and programs of the District.
- Knowledge of District policies, procedures, and activities.
- Knowledge of trades used in building and equipment maintenance, alterations and repairs including, but not limited to, electrical, carpentry, HVAC, and plumbing.
- Knowledge of engineering principles used in the design of complex plumbing, electrical and mechanical systems for buildings and their utility infrastructure.
- Knowledge of mathematical calculations necessary to determine the capacity and sizing of electrical, mechanical and plumbing system components and conduits (conductors, ducts, piping).
- Knowledge of principles of operation for: chillers, low pressure boilers, furnaces and air handlers, refrigeration systems, alarm systems, plumbing and pump stations, MMS and DDC control systems, electronic key systems, power distribution systems, computer network components and architectures, conveyance systems, lighting systems.
- Knowledge of means and methods for troubleshooting, repairing and maintaining all of the above named systems and components.
- Knowledge of CAD programs, construction scheduling programs, energy management software, work order and maintenance management software, personal computer office applications.
- Knowledge of safety codes and procedures, the California State Building Code, Title 24, State of California basic requirements governing the procurement of supplies and materials.
- Knowledge of blueprints, schematics, technical specifications, engineering reports and operations manuals.
- Knowledge of analysis and research required to produce objective studies on energy consumption and water and gas usage.
- Knowledge of construction management protocols regarding submittal approvals, RFI's, change orders and instructions to contractors.
- Knowledge of record-keeping techniques and standard office procedures.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.



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### **Physical Abilities**

- Incumbent must be able to function effectively under both office and field conditions.
- Work may require exposure to the hazards and conditions found on construction sites, building roofs and in basements, equipment rooms, electrical rooms, utility trenches and vaults and other similar locations.
- Work will require the physical ability to access all of these areas unassisted.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

### **Education and Experience**

- Possession of a bachelor's degree in electrical or mechanical engineering. At least five years as a building engineer for a large facility such as a hospital, college or university.

### **Licenses and Certificates**

- May require a valid driver's license.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.