

## CHIEF EDUCATIONAL FACILITIES ENGINEER

Code No: 3-14-296  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative engineering position in a school district responsible for overseeing the development of major maintenance and construction work for the school district. The employee reports directly to and works under the general supervision of the Director of Support Services. Direct supervision is exercised over both engineering and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All may not be performed in a given position. Other activities may be performed although not listed ):

Develops short and long range plans, project designs, contractor documents, and budget estimates;

Provides technical advisement and guidance to district forces prior to and during work projects;

Coordinates and prepares updates of school districts Long Range Plan;

Inspects all contract construction work in-progress and recommends acceptance or rejection of contractors finished work;

Acts as liaison to State Education Department, state and municipal regulatory agencies, engineering and building departments, architects, consultants and building managers;

Conducts field inspections;

Develops curriculum and conducts specialized training for district inspectors;

Accomplishes project design, handles all State Education Development, Department Of Labor and Department Of Transportation required submissions;

Prepares specifications, drawings and purchase requisitions;

Prepares plans and specifications of asbestos design, including overseeing and inspecting all asbestos abatement projects.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of building maintenance and operation activities in a multiple structure system; thorough knowledge of principles and practices of coordinating maintenance and construction staff and materials; thorough knowledge of construction drafting, blueprints and specifications; ability to inspect, detect and remedy defects in the maintenance

and operation of buildings and equipment; ability to plan, organize and establish priorities; ability to supervise; ability to prepare design plans and specifications; ability to establish and maintain effective working and professional relationships; ability to communicate effectively both orally and in writing; mechanical aptitude; dependability; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering, Engineering Technology or Architecture, plus three (3) years full-time or its part-time equivalent paid management level experience in facilities management, contract construction management or ground construction.

**SPECIAL REQUIREMENTS:** Possession of both a current New York State Asbestos Project Designer Certificate and a Licensed Professional Engineer or Registered Architect certificate at the time of appointment.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 9, 1998