

## **EDUCATIONAL FACILITIES ENGINEER**

Code No. 5-05-009  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior-level position in a school district involving responsibility for the planning of maintenance and construction of buildings and grounds. The employee reports to, and works under the general supervision of, the Director of Buildings and Grounds or other higher-level staff member with wide leeway allowed for the exercise of independent judgement in planning work methods and systems. General supervision is exercised over subordinate staff. Does related work as required.

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

Prepares plans, specifications, and cost estimates of assigned maintenance and construction projects, including management of heating, ventilation, air conditioning, and lighting systems;

Inspects and coordinates the work of various outside contractors, prepares progress reports, and recommends for acceptance or rejection;

Develops plans, specifications, and schedules for a preventive maintenance program designed to retain buildings, equipment, and grounds in a safe and efficient operating condition;

Makes periodic inspections of buildings and grounds and develops recommendations for maintenance, repair, and operational needs;

Develops and implements energy conservation management system;

Ensures compliance with school district laws, policies, and safety regulations;

Assists in the preparation of the maintenance and operation budget and justifications;

Prepares manuals and coordinates training programs for maintenance and operational personnel;

Represents school district in dealing with architects, engineers, contractors and other governmental units.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of building maintenance and operational activities in a multiple structure system; thorough knowledge of heating ventilator and air conditioning operations and safety precautions; thorough knowledge of the principles and practices of coordinating maintenance and custodial staff and materials; thorough knowledge of building maintenance trades and operations; 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 work of, and develop training aids for, a staff having diverse skills in heating, plumbing, electrical, air conditioning, carpentry, painting, and other trades; ability to establish and maintain effective professional working relationships; ability to critically inspect and evaluate completed and in-progress work; ability to communicate, understand, and execute oral and written directions; ability to prepare preliminary budget and renovation estimates; supervisory ability; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation with a Bachelor's degree in Mechanical, Civil, Industrial, or Electrical Engineering, or Engineering Technology, plus three (3) years paid full-time or its part-time equivalent experience in facilities maintenance or construction, one (1) year of which must have involved overseeing the work of outside contractors or supervising trades staff.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** September 4, 1980

**REVISED:** December 16, 1987

**REVISED:** June 12, 2025