

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. Duties are performed under the general supervision and the employee reports directly to the the Director of Buildings and Grounds with wide leeway allowed for the exercise of independent judgement in planning work methods and systems. Employees of this class exercise general supervision over engineering and drafting 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 ground and develops recommendations for maintenance, repair and operational needs;

Develops and implements energy conservation management system;

Insures conformance of plans to requirements of laws and policies of the school district;

Aids in the preparation of 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 operation activities in a multiple structure system; thorough knowledge of heating plant 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 work completed and in progress; 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 from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the engineering disciplines such as Mechanical, Civil, Industrial and Electrical or Engineering Technology, plus three (3) years full-time or its part-time equivalent paid experience in building maintenance or construction, one (1) year of which shall have involved overseeing the work of outside contractors or supervising trades staff.

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: September 4, 1980

REVISED: December 16, 1987