



## MANAGER OF MECHANICAL ENGINEERING

FC: EF234  
PB: 10  
FLSA: Exempt

PC: 940  
BU: 95 (NR)  
Created: May 30, 2006

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Administers, directs, manages, supervises and coordinates the activities and operations of the Mechanical Division within the Maintenance and Engineering Department; coordinates assigned activities with other divisions, departments and outside agencies; provides highly complex administrative support to the Group Manager, Electrical and Mechanical Engineering; and performs related duties as assigned.

### CLASS CHARACTERISTICS

This single position class manages, through subordinate supervisors, mechanical engineering activities throughout the District, whether accomplished by District or contract staff. The incumbent is accountable for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Group Manager, Electrical and Mechanical Engineering in that the latter has overall responsibility for traction power, electrical and mechanical design and construction activities throughout the District.

### REPORTS TO

This position reports to the Group Manager, Electrical and Mechanical Engineering.

### EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the Mechanical Engineering Division including design, rehabilitation, construction activities, and maintenance support.
2. Oversees the design work the mechanical system rehabilitation, maintenance, and construction projects to ensure technical and code conformance to established standards.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

## **Manager of Mechanical Engineering**

Page 2

5. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Manages and oversees Mechanical system rehabilitation and other contracts, including engineering consultant contracts, mechanical engineering projects; including the District's Elevator/Escalator Rehabilitation, Ventilation, Fire Suppression, Car Wash Programs; reviews and approves final project plans, specifications and cost estimates.
7. Directs the preparation of plans, specifications, cost estimates, requests for proposals and bid documents for District mechanical engineering projects.
8. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
11. Serves as the liaison for the Mechanical Division with other divisions, departments and outside agencies; provides technical assistance to the Legal Department and serves as an expert witness; negotiates and resolves sensitive and controversial issues.
12. Oversees mechanical engineering project contracts including progress reviews, payments, claims, submittals, and correspondence.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents periodic and special reports regarding division activities to management staff or other departments and other necessary correspondence.
14. Directs the preparation of and approves final plans, specifications, cost estimates, requests for proposals and bid documents; conducts or directs analytical studies.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to emergency situations related to safe operation of mechanical equipment in the District.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a comprehensive mechanical engineering program.

Principles and practices of mechanical engineering.

Principles and practices of project scheduling and management.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Construction materials, methods and equipment used in mechanical engineering projects.

## **Manager of Mechanical Engineering**

Page 3

Principles and practices of contract and construction management.

Principles of supervision, training and performance evaluation.

Related building codes, regulations and provisions.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Overseeing and participating in the management of a comprehensive mechanical engineering program.

Selecting, supervising, training and evaluating staff.

Managing the services of outside consultants.

Participating in the development and administration of division goals, objectives and procedures.

Planning, organizing, directing, reviewing, and evaluating the activities of professional staff and contract consultants on assigned engineering projects.

Preparing and administering large program budgets and contracts.

Preparing clear and concise administrative and financial reports.

Preparing engineering project feasibility studies and cost estimates.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in mechanical engineering or a closely related field from an accredited college or university.

#### **Experience:**

Five (5) years of (full-time equivalent) verifiable mechanical engineering experience, which must have included at least (2) two years of administrative and supervisory experience.

#### **License or Certificate:**

Registration as a professional mechanical engineer in the State of California.

#### **Other Requirements:**

Must have a valid California driver's license and have a satisfactory driving record.

Must possess sufficient physical mobility to inspect construction in progress or run varied equipment tests.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

**Manager of Mechanical Engineering**

Page 4

**Physical Conditions:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**EEOC Code: 01**

**Safety Sensitive Designation: No**