



POSITION DESCRIPTION

JOB TITLE: Mechanical Engineer Job Class: 3584		
DATE	DEPARTMENT OR SCHOOL	DIVISION Facilities and Maintenance Services
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provides professional engineering support to review, design, troubleshoot and inspect current and proposed mechanical systems throughout the Milwaukee Public Schools system. Assists the Service Manager in the administration of assigned craft shops.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:
 1) The reason the position exists is to perform that function,
 2) No other employee is available to perform that function,
 3) The function is highly specialized, and
 4) Removing the function would fundamentally alter the job.

1. Prepares specifications and/or drawings for heating, ventilating, air conditioning, plumbing, electrical and other mechanical work as assigned.
2. Assists in planning and directing the activities of assigned craft shops.
3. Reviews mechanical engineering plans prepared by consultants.
4. Reviews the installation and initial operation of all heating, air conditioning, plumbing, electrical and other mechanical equipment in MPS facilities.
5. Reviews and approves shop drawings for all contract work as listed above.
6. Prepares cost estimates and supervises the administration of contracts.
7. Maintains liaisons and coordinates mechanical engineering design and construction with other sections of Division of Facilities and Maintenance Services.
8. Makes recommendations for procedures and methods for solution of unusual maintenance problems regarding all mechanical equipment.
9. Provides technical information and assist in training of maintenance and trade personnel.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General Supervision by the Department Manager

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Various Trade Foreman

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in mechanical engineering with emphasis in the design and application of heating, ventilating and air conditioning systems.

Registered as a professional engineer in the State of Wisconsin is desired.

Valid state of Wisconsin driver's license.

Experience Requirements

Minimum of five years experience in design, cost estimating, planning and construction related to heating, ventilating and air conditioning.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Ability to climb and work at various heights and in hazardous and confined environments.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.