

**A. General Statement**

This is journey-level maintenance work at the most complex level, responsible for oversight of college campus engineering operations. Under direction, the Chief Engineer performs the maintenance and repair of facilities, oversees the maintenance and repair of facilities by staff and vendors, participates in managing the engineering discretionary budget, inspects facilities for performance verification and quality control, exchanges information with management staff on operations and special projects, participates in minor remodeling of facilities by estimating labor, material and equipment requirements and coordinating staff to perform the work and participating in doing the work, coordinates approved vendors/contractors, coordinates with grounds and custodial staff, and provides leadership to campus engineering and other facilities staff. Public contact is extensive, primarily involving department and outside staff, vendors and contractors for the purpose of exchanging information pertaining to project assessment, procedures, materials and timelines. A moderate to high degree of independent judgment and creativity is required to follow and modify standard, prescribed trade techniques to troubleshoot, complete given assignments, plan, schedule and monitor the work of staff, and to resolve minor and some major problems that arise. Consequences of errors in judgment can be costly in materials, public relations and in employee time.

The work requires comprehensive technical knowledge of college campus building and infrastructure systems including structural, building envelope, wall/floor/ceiling, electrical, telecom/datacom, mechanical, plumbing, access controls, life safety, and vertical transportation. The work requires the ability to manage the workloads and schedules of subordinate engineers as well as districtwide engineers assigned to the campus; to foster teamwork and camaraderie toward a common goal; to work alongside engineers while serving in a position of leadership; to assess knowledge/skill/ability of subordinate staff and coordinate training for professional development; and to assist the campus facilities supervisor in evaluating the performance of subordinate staff. The work requires exceptional organizational skill and attention to detail; working knowledge of computer applications including Word, Excel, Access, Project, PowerPoint, Outlook, AutoCAD, and the internet; and the general business acumen and abilities necessary to oversee the engineering operations of a college campus.

**B. Essential Functions**

Duties may include, but are not limited to, the following:

1. Direct the workloads and schedules of campus engineering staff.
2. Coordinate the workload and schedules of district senior engineers.
3. Perform and coordinate routine maintenance, response to trouble calls, and emergency response.
4. Ensure integrity of maintenance supplies and equipment inventory.
5. Perform inspections of facilities.
6. Exchange information with management staff on engineering operations and special projects.
7. Ensure facility compliance with applicable codes, regulations and standard operating procedures.

8. Review blueprints for new construction and remodeling for compliance with standard operating procedures, materials, finishes, and potential conflicts.
9. Coordinate work effort of other staff to ensure prompt accomplishment of projects.
10. Assist in the preparation and management of the engineering discretionary budget.
11. Assess the knowledge/skill/ability of subordinate staff; coordinate training for professional development; and assist the campus facility manager in evaluating the performance of subordinate staff.
12. Use a computer to write correspondence, provide reports, track expenses, estimate special projects, create schedules, obtain information, create presentations.

**C. Non-Essential Functions**

1. Performs other related duties as assigned.

**D. Knowledge, Skills and Abilities**

**Training Guidelines**

Knowledge of materials, equipment, tools and terminology used in building maintenance work.

Special courses; job experience; job training

Exercises caution and complies with all mandated CAL/OSHA safety provisions in the course of work.

Special courses; job experience; job training

Knowledge of building and infrastructure systems, including: structural, building envelope, roofing, building monitoring, control, access controls, life safety, electrical, mechanical, plumbing, telecom/datacom, interior floor/wall/ceiling, and vertical transportation systems.

Special courses; job experience

Knowledge of basic electrical, carpentry, welding, and mechanical principles and procedures.

Special courses; job experience

Ability to perform heavy labor.

Job experience; job training

Ability to perform routine technical functions in the repair and maintenance of college campus building and infrastructure systems.

Special courses; job experience

Ability to work independently and prioritize jobs.

Job experience; life experience

Ability to use required tools and equipment skillfully and safely.

Special courses; job experience; life experience

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
CHIEF ENGINEER**

**JOB DESCRIPTION**

Ability to keep/maintain work records in an organized manner.	Job experience; job training
Skill in managing discretionary budget.	Special courses; job experience; life experience
Skill in handling emergency situations.	Special courses; job experience; life experience
Skill in understanding and giving oral and written instructions and directions.	Special courses; job experience; life experience
Ability to work independently under minimum supervision.	Job experience; life experience
Skill in organizing work loads and schedules.	Job experience; job training
Ability to foster teamwork and enthusiasm.	Special courses; job experience; life experience
Skill in communicating respectfully and effectively with people at various levels within and outside of the organization who are diverse in cultures, language groups and abilities.	Job experience; life experience
Skill in reading and interpreting blueprints	Special courses; job experience; job training
Skill in assessing completed work for standard of quality.	Special courses; job experience; life experience
Ability to obtain forklift certification.	Special courses; job experience

**Physical Requirements**

This classification requires sustained physical activity indoors and outdoors with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; working on elevated platforms; pushing, pulling, moving moderate to heavy objects; visual comparison; reading and comprehending written and oral instructions and directions; attention to detail; flexibility; adaptability; manual dexterity; operating electrical and mechanical equipment; good memory; standing for long periods; walking; ability to sit at a workstation and use a computer for periods of time while performing office-related functions; interacting with individuals and small groups; demonstrated skill in reading and comprehending complex instructions; possession of a valid California Driver's License and the ability to safely drive a motor vehicle in the performance of assigned tasks, in order to perform the essential functions.

**F. Education, Training and Experience**

This classification requires a combination of training and experience equivalent to completion of the twelfth grade or equivalent, and completion of a recognized apprenticeship program and/or successful work experience of increasing responsibility in a complex facilities environment that has included work with a variety of building and infrastructure systems; tools, vehicle and equipment installation, maintenance and repair; directing the work of others; public contact that demonstrates skill in communicating effectively with people of diverse cultures, language groups and abilities; demonstrated skill in reading and comprehending complex instructions; budget management; and working knowledge

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of a variety of computer applications. The incumbent must have successfully completed a seminar or workshop in supervision or management in an acceptable institution, or will successfully complete such a seminar or workshop within six months after assuming the position. Possession of a California driver's license and the ability to safely operate a motor vehicle is required. Possession of a forklift certification, or successful completion of a forklift certification course within 6 months of assuming the position, is required.

(LdS/CG 06/16/03)