



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CHIEF ENGINEER

A Classified Position
Grade II – Salary Schedule 70

A. General Statement

The Chief Engineer performs foreman-level maintenance work with responsibility for oversight of college campus engineering operations. 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. 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 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.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Directs and manages the workloads and schedules of senior maintenance engineers, maintenance engineers, and utility engineers, including assessing their skills, abilities, safe work practices and identifying their training needs
2. Assists in developing and delivering appropriate training programs
3. Fosters teamwork and camaraderie toward common goals, while working alongside engineers in a leadership role
4. Assists the campus facilities manager in evaluating the performance of staff
5. Performs routine maintenance and repair of facilities, including responding to trouble calls and emergencies
6. Oversees the maintenance and repair of facilities by staff and vendors
7. Inspects facilities for performance verification and quality control
8. Exchanges information with management staff about operations and special projects
9. 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
10. Coordinates approved vendors/contractors

11. Coordinates workloads with grounds and custodial staff and provides leadership to campus engineering and other facilities staff
12. Ensure integrity of maintenance supplies and equipment inventory
13. Exchange information with administrators, management and other staff on engineering operations and special projects
14. Ensure facility compliance with applicable codes, regulations and standard operating procedures
15. Review blueprints for new construction and remodeling for compliance with standard operating procedures, materials, finishes, and potential conflicts
16. Coordinate work effort of other staff to ensure prompt accomplishment of projects
17. Assist in the preparation and management of the engineering discretionary budget
18. Uses a computer and computer software to communicate with constituents, document procedures, protocols and other relevant communication
19. Enter, modify and retrieve data related to maintenance schedules, equipment and supply usage and inventory, and other data; track expenses, estimate special projects, create schedules, and obtain information
20. Performs other related duties as assigned

C. Requirements

1. Graduation from high school and completion of a recognized journeyman program in building maintenance
2. Successful experience of increasing responsibility in a complex facilities environment that has included work with a variety of building and infrastructure systems, tools, and vehicle and equipment installation, maintenance, and repair
3. Skill in communicating effectively with people of diverse cultures, language groups, and abilities
4. Skill in training and directing the work of others
5. Skill in budget management
6. Skill in the use of a variety of software to prepare spreadsheets, correspondence, and other written materials
7. Demonstrated skill in reading, comprehending, and following complex oral and written instructions
8. Successful completion of coursework, a seminar, or workshop on supervision or management from an acceptable institution within six months of assuming position
9. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle on campus and to off-campus locations
10. Possession of a forklift certification or successful completion of a forklift certification course within six months of assuming position

OR

An equivalent combination of education and experience

D. Physical/Other 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.

E. Knowledge, Skills & Abilities

1. Knowledge of materials, equipment, tools and terminology used in building maintenance work
2. Exercises caution and ensures compliance with all mandated CAL/OSHA safety provisions in the course of work
3. 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
4. Knowledge of basic electrical, carpentry, welding, and mechanical principles and procedures
5. Working knowledge of computer applications including Word, Excel, Access, Project, PowerPoint, Outlook, AutoCAD, and the internet
6. Exceptional organizational and communication skills and attention to detail
7. Skill in managing discretionary budgets
8. Skill in handling emergency situations
9. Skill in understanding and giving oral and written instructions and directions
10. Skill in assessing engineering staff abilities, organizing workloads and schedules
11. 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
12. Skill in reading and comprehending complex instructions, blueprints and directions, and Materials Safety Data Sheets
13. Skill in assessing completed work for standard of quality
14. Abilities necessary to oversee the maintenance engineering operations of a college campus
15. Ability to perform heavy labor
16. Ability to perform routine technical functions in the repair and maintenance of college campus building and infrastructure systems
17. Ability to work independently and prioritize jobs
18. Ability to use required tools and equipment skillfully and safely
19. Ability to keep/maintain work records in an organized manner
20. Ability to work independently under minimum supervision
21. Ability to follow instructions
22. Ability to obtain forklift certification

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