

**ASSISTANT ENGINEER
MECHANICAL**

Definition

Under direction, supervises and performs complex professional engineering work in the Capital Projects division of the Plans and Public Works Department.

Supervision Received and Exercised

Receives general direction from the Principal Engineer.

Responsibilities may include supervision over professional, technical, and clerical personnel.

Examples of Duties

Duties may include but are not limited to the following:

Develops mechanical, plumbing, HVAC, fire protection and other related plans for Presidio of Monterey buildings, public buildings and other public works projects.

Prepares or supervises preparation of detailed plans, specifications, and cost estimates for heating, ventilation, air conditioning and piping projects for retrofit and new construction.

Reviews and evaluates mechanical design drawings and specifications prepared by consulting engineers.

Analyzes and evaluates building energy consumption and recommends methods and materials to conserve energy and water.

Prepares special reports on fire code compliance, energy studies, and ventilation requirements for various facilities.

Consults with and advises inspectors regarding problems of work in progress.

Attends final inspections and recommends acceptance or rejection of completed works.

Reviews and evaluates standard specifications and details and building and water conservation standards for possible adoption by the Presidio of Monterey and/or the City.

Administers consulting contracts for design and construction management of mechanical engineering projects by coordinating the work of the consultant and City staff.

Formulates standard specification language for mechanical engineering projects.

Acts as project manager on mechanical engineering projects.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

Other duties as assigned.

Employment Standards

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of mechanical engineering experience, and a bachelor's degree in mechanical engineering.

Knowledge and Abilities

Knowledge of:

Mechanical engineering principles, practices and methods as related to civil engineering and the design, retrofit and new construction of public buildings and other Public Works facilities.

Principles and practices of Federal, State and local laws, ordinances, codes, standards, rules and regulations applicable to the planning, design, construction and maintenance of public facilities.

Plumbing, mechanical, and fire codes, OSHA requirements, and related regulations.

Energy conservation management, techniques, and evaluation systems.

Principles and practices of personnel management and supervision.

Ability to:

Design in-house mechanical engineering projects using mechanical tools of the trade.

Organize, analyze, interpret, and evaluate scientific electrical engineering problems and prediction of results.

Keep abreast of changes in scientific knowledge and engineering technology, and utilize such changes in solution of mechanical engineering problems.

Communicate clearly and concisely, orally and in writing with customers, clients, and the public.

Estimate labor or material costs from blueprints or work plans.

Work cooperatively with others.

Review or check the work products of others to ensure conformance to standards.

Perform advanced mathematical calculations such as calculus.

Perform a broad range of supervisory responsibilities over others.

License Required

Must possess a valid California Driver's License at time of appointment and have an acceptable driving record.

Possession of a Certificate of Registration as a professional engineer in the State of California is desirable, but not required.