

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Mechanical Project Manager	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Planning & Construction	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	062 OTBS
<b>ISSUED:</b>	October 8, 2002		

---

**BASIC FUNCTION:**

Plan, design, coordinate, and supervise the construction and installation of mechanical systems in existing and new district facilities.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Study and make recommendations on the technical aspects of mechanical systems used in the maintenance, repair, and construction program and capital outlay work accomplished by the district including modernization of all district facilities. **E**

Work with commissioned architects and consulting engineers to formulate mechanical, plumbing, and HVAC controls systems. **E**

Review drawings and specifications prepared by commissioned architects and engineers for conformance to district standards and accepted engineering practice. **E**

Develop, update, and monitor district mechanical and plumbing standards. **E**

Prepare detailed architectural and engineering designs, construction documents, and technical specifications. **E**

Use CADD (Computer Aided Drafting Design) hardware and software in addition to conventional hand drafting equipment and techniques. **E**

Review and approve shop drawings. **E**

Supervise the installation and distribution of various mechanical systems including heating, ventilation, and air conditioning controls (HVAC), and motor and industrial controls. **E**

Evaluate HVAC and plumbing systems for compliance to state and federal regulations. **E**

Perform load and various other design calculations for HVAC systems. **E**

Prepare cost estimates for budget preparation. **E**

Prepare budget information and act as program or project manager for various upgrades, retrofit, maintenance, or installation of mechanical systems. **E**

Assist in the evaluation of proposed capital outlay projects. **E**

Work with facilities contracting to prepare bid packages and contracts for materials and services. **E**

Provide technical advice to the District Architect, Maintenance and Operations department, and others, as appropriate. **E**

Direct the work of others as assigned. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from an accredited four-year college or university with a major in engineering or closely related field, and four years of recent, progressively responsible experience in Mechanical Engineering and project management, preferably at a major educational facility.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

A Professional Engineer license is desirable but not required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

HVAC systems and controls.

Computer systems and software, including CADD (Computer Aided Drafting Design) Software

Technical aspects of field of specialty.

Applicable codes and techniques of energy management.

Reading and writing English communication skills.

**ABILITY TO:**

Design and inspect mechanical, plumbing, and mechanical control systems as applicable to schools.

Develop cost estimates and specifications.

Demonstrate good judgment with ability to make appropriate recommendations.

Develop, coordinate, and implement programs and/or projects.

Use CADD (Computer Aided Drafting Design) software

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.25.04—PeopleSoft

Job Code 8009

PH