LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 1754
Unit S

SUPERVISING MECHANICAL ENGINEER

DEFINITION

Supervises the personnel and activities of the Mechanical Engineering Unit and confers with school personnel, commissioned architects, and consulting mechanical engineers on matters related to mechanical engineering design of District facilities.

TYPICAL DUTIES

- Supervises the personnel and activities of the Mechanical Engineering Unit engaged in: the preparation of mechanical engineering project scope definition documents, designs, working drawings, and specifications for mechanical systems and equipment, such as heating, air conditioning, plumbing, water, sanitary, and drainage systems; compilation of data required for the preparation of drawings and specifications; calculation and estimation of costs of mechanical systems and installations; and the review and approval of drawings and specifications prepared by commissioned mechanical engineers and consulting engineers for compliance with regulations and to identify inconsistencies with other architectural and engineering plans and specifications.
- Serves as the Engineer of Record for District mechanical engineering work requiring Division of State Architect (DSA) or other relevant governing agency approval.
- Selects the commissioned mechanical engineers, arranges special work programs and procedures, and supervises the execution of the programs; evaluates proposals on the scope of work and fees; reviews completed work; and recommends payment or nonpayment of partial and final fees.
- Consults, advises, and gives technical direction to commissioned architects, structural engineers, and their consulting mechanical engineers on District policies and guides for the design of' various mechanical systems.
- Prepares or directs the preparation of mechanical design specifications and standards and maintains mechanical engineering guides to ensure conformance with applicable codes within the framework of quality, economy, and District policies.
- Confers with and advises District personnel, utility company officials, trade groups, manufacturers' representatives, and public officials on problems and matters relating to the District's mechanical engineering guides.
- Consults with and advises maintenance and inspection personnel relative to mechanical facilities and equipment.
- Supervises the preparation and dissemination of public utility service orders and drawings, signs contracts with utility firms for the District, and recommends approval of utility service payments.
- Conducts research, requests field testing, reviews and evaluates field-test results, and prepares reports on mechanical systems, equipment, and installation methods and related costs.
- Performs the more difficult mechanical engineering work.
- Develops the District's mechanical engineering policies and establishes standards for mechanical engineering work.
- Advises District administrators on the qualifications of commissioned mechanical engineers proposed by commissioned architects or structural engineers.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Mechanical Engineer supervises the activities and personnel of the Mechanical Engineering Unit, assists in the selection and directs the activities of commissioned mechanical engineers, and represents District interests relative to mechanical engineering concerns.

A Mechanical Engineer performs mechanical engineering planning and design work; provides technical direction to District personnel, commissioned architects, and consulting engineers; and signs plans and specifications as a registered engineer.

An Associate Mechanical Engineer performs and supervises mechanical engineering design work for District structures and provides technical advice to engineering personnel.

SUPERVISION

General supervision is received from a Senior Facilities Project Manager or higher level administrator. Supervision is exercised over the staff of the Mechanical Engineering Unit. Technical direction is given to commissioned mechanical engineers.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and standard practices of mechanical engineering, including energy conservation applications
- State and local codes pertaining to mechanical engineering features of building construction, including energy conservation regulations
- Relationship of mechanical engineering to other engineering and architectural features of buildings, including cost and operation comparisons
- Capabilities of a computer-aided design software system
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project management

Ability to:

- Provide technical review and advice tactfully and effectively
- Comprehend drawings and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Manage multiple projects simultaneously
- Supervise effectively
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies and utility companies

Special Physical Requirement:

- Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Five years of experience planning, designing, and preparing mechanical engineering designs and specifications for large commercial, governmental, or school building projects as a registered mechanical engineer. Two years of engineering experience in a supervisory or management position is preferable.

Special:

A valid license as a Professional Engineer in Mechanical Engineering issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.
A valid California Driver License
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
10-12-15
LKD