

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 10/31/2023

ASSISTANT MECHANICAL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This professional position involves mechanical engineering work of a moderately difficult caliber. The position requires exercise of judgment based on knowledge in both theory and practice of engineering principles. The work involves supervision of skilled tradesmen through means of instruction and checking completed work. Major technical problems are discussed with higher-level engineers or Deputy Commissioners. Employees in this class exercise independent judgement in planning work details and technical decisions. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Works with and supervises skilled tradesmen to maintain heating, ventilating, air conditioning, plumbing and electrical systems (mechanical systems) at County installations;

Coordinates service contractors to repair mechanical systems;

Operate building automation software;

Review plans and specifications for mechanical systems maintenance and improvement projects;

Make field investigations regarding physical and operational condition of mechanical systems;

Assist with preparation of plans and specifications for public works projects involving maintenance, repair, and construction of mechanical systems.;

Prepare time schedules, daily reports, material approvals, and other tasks associated with mechanical systems;

Inspect work for conformance with plans and specifications;

Reviews estimates of quantities of materials and work progress for contractor payments;

Prepare and maintains records and project data, and may utilize computer systems;

Coordinate work including liaison with contractors, vendors, and facility occupants;

Coordinates project schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of engineering principles and practices, including major categories of mechanical systems; good knowledge of the principles of engineering theory; good knowledge of the procedures and practice of engineering including, drafting, inspections and surveys; good knowledge of the terminology, tools and materials used in the construction and maintenance of buildings; working knowledge of applicable codes, laws, rules, regulations and procedures governing engineering design and construction; ability to express verbal and written directions; ability to understand and interpret plans, designs, specifications, and narrative reports; ability to establish cooperative relationships with contractors, consultants, vendors, co-workers and other staff; mechanical aptitude; accuracy.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in mechanical engineering, electrical engineering, or a closely-related field; **OR**
- (B) Possession of Associate's Degree in mechanical engineering, electrical engineering, or a closely-related field **AND** two (2) years of experience in mechanical or electrical engineering.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 02/08/2019
Revised: 07/28/2021, 07/25/2022, 10/31/2023