

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 07/28/2021

## **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:** Candidates must meet minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in mechanical engineering, electrical engineering, or a closely-related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in mechanical engineering, electrical engineering, or a closely-related field **AND** two (2) years of experience in mechanical or electrical engineering.

Adopted: 02/08/2019

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