

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### STAFF ENGINEER

**SALARY SCHEDULE: ADMINISTRATIVE – E**

**COST CENTER: CONSTRUCTION SERVICES (9042)**

**QUALIFICATIONS:**

- (1) Licensed as a Professional Engineer or equivalent construction experience as determined by the Director of Construction.
- (2) Qualified to become licensed as a Standard Plans Examiner in the disciplines of Mechanical, Plumbing, and Electrical.
- (3) Minimum five (5) years direct construction administration experience representing a design firm, contractor, or owner.
- (4) Able to demonstrate familiarity with computer systems and construction management software.
- (5) Able to communicate effectively, both orally and in writing, with school personnel, construction industry personnel and the public, demonstrating considerable personal skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Detailed knowledge of building codes and SBE rules relating to school construction. Ability to read and interpret drawings and construction specifications. This position shall process, monitor and maintain necessary records, plans, approvals, and correspondence related to the mechanical, plumbing, fire protection, and electrical systems of new construction, remodeling and renovations of physical facilities and sites. Ability to calculate construction costs and schedules. Ability to use computer and software related to responsibilities. Skills in communication and conflict resolution.

**REPORTS TO:**

Director, Construction Services

#### JOB GOAL

To ensure that capital projects assigned are designed and completed according to specifications and in a timely and cost-effective manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Guides the standards and designs of the mechanical, plumbing, fire protection, and electrical systems of all projects.
- \* (2) Maintains the district Design Guidelines in these disciplines.
- \* (3) Reviews plans submitted for building permits for code compliance of mechanical, plumbing, fire protection, and electrical systems.
- \* (4) Works with commissioned architects and engineers in the design of all new facilities or renovations and remodeling to insure compliance with district requirements.
- \* (5) Reviews mechanical, plumbing, fire protection, and electrical aspects of projects from award of contract to professional consultant through design, construction, substantial completion and the one year warranty period, which includes:
  - (a) Supervises the technical review of plans and specifications prepared by commissioned architects and engineers.
  - (b) Assists Project Managers and Building Inspectors in the review of the installations of the above mentioned systems.

**STAFF ENGINEER (Continued)**

- \* (6) Provides assistance to the Facilities Services Department in the trouble shooting and resolution of system malfunctions and in the long term budgeting and planning of system renovation/replacements.
- \* (7) Provides training to Project Managers, Building Inspectors, and Facilities Services personnel in the aspects of design and code compliance of mechanical, plumbing, fire protection, and electrical systems.
- \* (8) Maintains contact with the appropriate State of Florida Department, local Fire Departments and other Authorities Having Jurisdiction concerning current regulations, laws, codes, and new design and construction techniques pertaining to educational facilities.
- \* (9) Performs other duties as assigned by the Director of Construction.
- \* (10) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities