



## **Job Description**

**Job Title:** Mechanical Systems Engineer

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Executive Director of Plant Services

**Pay Grade:** 43

**Contract Length:** 245 Days

### **Job Summary**

This position is responsible for overseeing the mechanical system designs, design review, and project installation for 12 HVAC system upgrades at Newport News Public Schools.

### **Essential Duties**

1. Oversee all phases of the design/review and construction of HVAC system replacements throughout the division.
2. Collaborate with contracted engineering firms to review and evaluate design work.
3. Maintain the project design and construction files for the Owner.
4. Approve Architect/Engineer payments, and negotiate design Change Orders.
5. Coordinate design review meetings with the Architect/Engineer and Owner's professional and trade staff.
6. Attend design meetings, planning meetings, permit meetings, and public hearings to advance the development of the project.
7. Ensure final construction documents are received in the Purchasing Department and is ready to be advertised and bid. This position will work to establish the project schedule, and construction appropriation.
8. Maintain written and photographic documentation throughout the projects.
9. Serve as project manager during construction and oversee construction administration such as attend pre-bid meetings, bid openings, pre-construction conferences, attend construction progress meetings, review shop drawings of equipment, approve construction payments, and Change Orders.
10. Routinely inspect the contractor(s) work in progress, and attend Substantial Completion Inspections.
11. Responsible for securing Final Completion Certificates, equipment warranty documentation and obtain Building Occupancy Certifications, if applicable.
12. Work to close-out the construction project and ensure "As-Built" drawings and specifications are secured in the Plant Services flat files, and O & M Manuals have been received, equipment & systems training performed, and construction files secured.
13. Perform other duties as assigned.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Executive Director of Plant Services or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

Bachelor's degree in mechanical engineering required. 10 years field experience preferred in the operation and understanding of mechanical systems. A comparable amount of training and experience may be substituted for minimum qualifications. Must possess a valid driver's license. Must have thorough knowledge of mechanical engineering fundamentals and mathematics in order to perform various job functions (e.g., design, construction support, design review, etc.). Must have a knowledge of terminology, various codes, safety orders, rules, laws,

regulations, departmental policies and procedures, governing the design and installation of mechanical equipment. Must have the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to apply forecasting and analytical techniques to calculate and project future energy costs for budgeting purposes. Ability to communicate both orally and in written form, as well as, present information clearly. Must be skilled in systems evaluations to determine measures or indicators of how it should work and how changes in conditions, operations, and the environment will affect outcomes. Skilled in the use of Computer Maintenance Management Systems (CMMS), utility management software and Microsoft Office.

#### **Working Conditions and Physical Requirements**

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** As assigned by the Exec. Director

**Supervision Received:** Executive Director of Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Mechanical Systems Engineer will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

#### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

08/2025