

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ENGINEER IV –
Mechanical Facilities

SALARY GROUP: B25

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cody Ginsel DATE: 07/25/2022

POSITION #: 022547

I. JOB SUMMARY

Performs advanced engineering work. Work involves planning, interpreting, organizing, coordinating, and executing engineering projects and activities; and reviewing and issuing permits and authorizations. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Conducts detailed inspections of projects during construction to ensure compliance with the Texas Engineering Practices Act; ensures project quality assurance; and reviews and certifies as-built construction drawings.
 - B. Provides consultant and liaison services to internal and external organizations regarding new design concepts, solutions to problems, and changes to policies and laws; and provides technical assistance regarding installed equipment selection, acceptance, operation, and maintenance.
 - C. Participates in the preparation of mechanical design criteria documentation and commissioning specifications for facilities and facility subsystems; and plans, develops, conducts, and coordinates mechanical engineering activities.
 - D. Conducts and coordinates field visits and inspections; monitors contractor performance; assists in conducting operation evaluations; and provides technical assistance regarding the selection of building systems and components.
 - E. Prepares mechanical construction plans, drawings, estimates, and specifications; prepares and affixes engineering seals to drawings and specifications in compliance with mechanical codes and standards; and performs mechanical engineering calculations and prepares documentation to determine adequacy of design.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree in Engineering from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning mechanical engineering experience in facilities engineering work to include design, construction, or operation and maintenance work. A Master's degree in Engineering from a college or university accredited by an organization recognized by CHEA or by the USDE may be substituted for one year of the required experience.
3. Current, valid license as a professional mechanical engineer in the State of Texas, or if currently or previously licensed as a professional engineer in any state, must obtain Texas professional engineer licensure within six months of date of employment.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of facility management techniques and practices.
2. Knowledge of laws, regulations, rules, statutes, and codes pertaining to mechanical design and construction of government facilities preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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6. Skill in reading and interpreting working plans, drawings, and specifications.
7. Skill in reviewing and applying policies, procedures, rules, regulations, schedules, guidelines, and contract requirements.
8. Skill to manage multiple projects and activities.
9. Skill in the use of computer software relevant to design and project management.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.