

## **Engineering Specialist**

### **JOB FAMILY DEFINITION**

This classification falls within the Facilities Engineering Job Family encompassing a range of work in which incumbents are responsible for providing engineering oversight of Judicial Council and client facilities and equipment including design review, establishment of standards, quality assurance inspections, code compliance, safety compliance, preventative maintenance, fire and life safety compliance, and energy/resource management. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

Incumbents, as assigned, are responsible for providing technical facility and construction engineering support activities, such as construction inspection, engineering plan reviews, energy management audits and assessment, fire and life safety compliance, and preventative maintenance program implementation. Engineering Specialists ensure compliance with applicable codes, rules, and regulations, provide technical direction in assigned area of expertise, and serve as a point of contact for both internal clients and external regulatory agencies.

### **DISTINGUISHING CHARACTERISTICS**

The Engineering Specialist is distinguished from the Engineer in that work is focused on construction inspection and technical plan review, energy and resource management, sustainable building operations, preventative maintenance, and engineering plan review and consultation as opposed to advanced engineering work. The Engineering Specialist class is also distinguished from the Engineer classification in that Engineer incumbents perform professional-level engineering work and are required to hold a license as a Professional Engineer.

### **EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Inspects construction projects, facilities, and/or materials for compliance with codes, regulations, and standards.
- Reviews engineering specifications and designs for capital, renovation, major maintenance projects, and/or major equipment purchases.
- Conducts site visits to verify work performed by contractor is in accordance with codes, regulations, standards, and contracts.
- Provides technical interpretation of building/safety codes and standards.
- Monitors and/or schedules inspections performed by outside agencies and/or contractors.
- Attends meetings as technical code compliance representative.
- Provides input into capital projects, facilities maintenance projects, and/or major equipment maintenance/purchases in area of discipline.
- Prepares complex reports, plans, and documents.
- Represents the Judicial Council at meetings related to assigned area.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.

- Performs other duties of a similar nature and level as assigned.

**EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative Only)*

Positions assigned to construction inspection may be responsible for:

- Performing inspections of building construction projects to ensure workmanship and materials used confirm to the design plan and specifications, to California Building Standards Codes requirements, and to manufacturer instructions;
- Monitoring and providing technical direction to contract inspectors, special inspections, and materials testing laboratories;
- Reviewing project specifications and drawings to establish required inspection needs from internal and external sources; and
- Serving as liaison and primary point of contact for the State Fire Marshal and other inspection related regulatory agencies.

Positions assigned to preventative maintenance may be responsible for:

- Developing, maintaining, and implementing preventative maintenance program;
- Conducting site visits to audit building equipment, systems, and assets, and assess/document condition;
- Ensuring the preventative maintenance program is compliant with all federal, state, county, and city codes, rules, and regulations;
- Developing and maintaining preventative maintenance plans, policies, and procedures;
- Monitoring equipment outages and conducting follow up; and
- Monitoring service provider's compliance with preventative maintenance standards.

Positions assigned to risk and quality compliance may be responsible for:

- Serving as liaison for regulatory agencies and building systems engineering consultants in area of discipline;
- Assessing compliance with applicable building codes, rules, and regulations for existing buildings, building systems, in addition to new construction;
- Providing review and comment for designs, drawings, specifications, and contractor submittals;
- Serving as technical and functional subject matter expert on codes and regulations in assigned discipline;
- Coordinating with the applicable fire department, the Office of the State Fire Marshal, and/or the Bureau of Fire Prevention as assigned; and
- Recommending fire-life safety policies and standards for technical and design specifications as assigned.

Positions assigned to energy management may be responsible for:

- Overseeing and conducting energy management and usage audits;
- Reviewing energy expenditures and recommending projects for efficiency;
- Identifying and recommending energy efficient systems and equipment for application within judicial branch facilities;
- Organizing and analyzing utility data for identification of high priority projects;
- Reviewing equipment specification and design recommendations for compliance with Title 24 of the California Code of Regulations, U.S. Green Building Council LEED system credential information, as well as other relevant credential programs as identified by the Judicial Council; and

- Investigating and recommending utility, state, and federal programs that offer alternative financing options for renewable and sustainable energy projects.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Bachelor's degree, preferably in a directly related field that would provide the knowledge and skills necessary for technical facility and construction engineering. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

### **LICENSING AND CERTIFICATIONS**

- Valid driver's license.

### **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Engineering construction principles, methods, practices, and techniques;
- Planning and drawing methods for engineering and/or life-safety;
- Building systems, building science, and physical plant design and operability including, but not limited to fire and life safety, elevators, security, plumbing, HVAC, electrical/lighting systems and controls, low voltage communication systems, or audio visual systems;
- Heating Ventilating and Air-Conditioning principles and design;
- Contract oversight methods for monitoring contracted repair and maintenance work;
- Project management principles;
- Preventative maintenance principles, practices, and standards, as assigned;
- Solar System inverters, panels, and design orientation, as assigned;
- Cogeneration plant components and operation, as assigned;
- Basic engineering energy calculations, as assigned;
- Leadership for Energy and Environmental Design (LEED);
- Federal and state energy incentive programs;
- Best practices and emerging technologies;
- Provisions of Title 24 of the California Code of Regulations;
- Principles and practices of facilities quality assurance services;
- Data and records management principles and practices;
- Safety principles, practices, regulations, and procedures related to the work;
- Mathematical concepts;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

### **SKILL IN**

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Proficiency in reading construction and engineering plans and drawings;
- Performing inspection work;
- Collecting, reporting, and maintaining data and recordkeeping;
- Responding to technical inquiries and information requests;
- Explaining technical information in layperson's terms;

- Applying safe work practices;
- Preparing complex documents including, but not limited to, reports, plans, and grant funding requests;
- Providing basic project management and construction contracting;
- Monitoring and researching industry trends, solutions, and best practices;
- Monitoring project schedules, compliance, and construction contract deliverables;
- Coordinating deadlines and prioritizing completing demands;
- Monitoring contract inspection activities;
- Performing mathematical calculations and estimating resources and costs;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, climbing stairs, reaching, standing, fine motor coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands, repetitive manual tasks, bending/kneeling, crouching, crawling, stooping, seeing, hearing, and talking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases and poor ventilation; underground, confined or restricted workspaces; and heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary. Some positions may require frequent travel, including overnight travel.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*