Job Title: Chief Mechanical Engineer

BCAT Code: 09NX31 Effective Date: April 1, 2007
Pay Grade: G21 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Oversees the engineering services of maintenance, repair, and contract management for the Georgia State University (GSU) Physical Plant Department. Supervises other lower skilled engineers.

Examples of Duties
- Provides engineering solutions for building systems, equipment, and code compliance.
- Develops, reviews, and evaluates drawings and specifications for the installation of new mechanical equipment and building systems modifications.
- Develops, administers, and oversees compliance on maintenance, repair, and contract work.
- Oversees the development and administration of preventive maintenance programs for building and mechanical systems and equipment.
- Serves as engineering expert for the University in meetings, conferences, and matters of building and equipment maintenance and standardization.
- Assesses the risk and safety management of Inspection and Compliance Services.
- Writes reports; trains staff, faculty, and other employees on building and equipment maintenance, repair, and contracts.
- Oversees the selection of contract firms for engineering projects.
- Performs other engineering management duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of federal, state, and local compliance codes.
- Knowledge of AutoCAD, word processing (MS Word), and spreadsheets (MS Excel).
- Knowledge of interpreting and evaluating engineering drawings, building systems, and maintenance.
- Effective time management, customer service, supervisory, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, coordinate several projects, and perform life activities, such as climbing, walking, and entering non-confined areas.

Minimum GSU Hiring Standards
Bachelor’s degree and six years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.