

State of New Mexico- Public School Facilities Authority
Job Description

Employee		Employee ID	
Job Title	Environmental Operations Engineer / Closeout Specialist		
SHARE Title	Maintenance Specialist	Position No:	00053050
Reports to	Closeout Commissioning Energy Manager	Position No:	00052827
Job Code	7575	Pay Grade	22
Revision Date	04/20/2018	Revised by	LS

Job Purpose

To provide mechanical and environmental engineering support to New Mexico public schools for sustainability and reduced life cycle cost. Duties include statewide coordination of building environmental and energy programs, construction development support, design oversight, technical support for maintenance and operations, and direct assistance to schools.

Duties and Responsibilities:

- Analyzes site-specific data and provides guidance in helping identify suitable systems and methods for environmental conditioning.
- Assists with the planning, executing and finalizing closeout solutions related to construction and system projects.
- Supports with monitoring and verifying timely completion and/or development of the Performance Assurance Program (PAC); Substantial completion, Testing, Adjusting, & Balancing services (TAB); Three year HVAC Maintenance service agreement and 11-month walkthrough or warranty periods and other commissioning efforts.
- Interacts with New Mexico school districts ensuring project sustainability.
- Analyzes site-specific data and provides guidance in helping identify suitable systems and methods for environmental conditioning.
- Creates a process of closeout such as a checklist to guide the development, create an established process, and ensure all project deliverables and baseline activities over the course of the project are met on a consistent basis.
- Researches and prepares various reports pertaining to operations, equipment, policies, procedures, etc., as appropriate.
- Reviews construction plans at and assists district and Design Professionals in the initial development of school construction projects.
- Provides objective guidance regarding Life Cycle Cost Assessment (LCCA) and energy analysis done by contractors.
- Provides in-house technical support to the post occupancy evaluation (POE) process and helps to directly apply lessons learned for improved performance.
- Performs miscellaneous operational duties as assigned.

Knowledge, Skills, and Abilities Required

- In-depth understanding of environmental and energy systems.
- Knowledge of mechanical, electrical and plumbing design and planning principles and procedures.
- Knowledge of building components, life cycle values, and maintenance requirements and technical knowledge of building components and their functions.
- Understanding of ASHRAE Standards for building commissioning and Testing Adjusting and Balancing (TAB) Standards; Computerized Construction Information Management Systems (CIMS);
- Experience with Building Automation Systems (BAS).
- Effective communication skills both verbal and written.
- Electronic and mechanical engineering skills, including both theory and practice for design and implementation.
- Operational experience with institutional maintenance of facilities.
- Ability to work cooperatively and productively with colleagues, contractors, school maintenance personnel, public school administrators, and school district officials.
- In-depth knowledge of trades, including the ability to accomplish and instruct diverse skills necessary for school operations and maintenance.

Minimum Education and Experience

Bachelors Degree in Facilities Management, Engineering, or related field. A minimum of 3 years of experience in facility maintenance management (additional five years of experience is preferred). Incumbent must have excellent knowledge and experience in HVAC, controls, and building automation systems. Building commissioning experience is required. Strong communication skills, ability to speak in public, proficient with business software, BAS, and CMMS. Experience or education may be substituted for one another at the discretion of the director.

Licenses/Certifications Required

N/A

Working Conditions

Work is normally performed in a typical interior/office work environment, and in, around and on top of school facilities. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, airborne particles, moving mechanical parts, vibration, and/or loud noises. Some potential exists for exposure to hazards or physical risks which require following basic safety precautions. The employee is occasionally exposed to a variety of conditions at construction job sites.

Physical Effort

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate physical activity is required while performing the duties of this job, the employee is occasionally required to talk and hear, reach with hands and arms; stand; walk; and use hands and fingers to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, bend, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee may be required to stand and/or walk for more than eight (8) hours per day.

Disclaimer

This job description is intended to describe the general nature and level of work being performed by the employee assigned to this position. The description is not to be construed as a comprehensive list of all activities, responsibilities, duties, and skills required of the employee. The agency director reserves the rights to add, modify, change or rescind the work assignments with or without notice and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. This job description does not change the "at-will" employment relationship as indicated in the Policies for Governor Exempt Employees and the Exempt Position Statement. All personnel may be required to perform duties outside of their normal responsibilities at the discretion of the director.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____