

PRINCIPAL ENGINEERING TECHNICIAN (MECHANICAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, performs non-professional engineering work, related to planning, design, construction, maintenance and inspection of mechanical aspects of Westchester County engineering projects. An incumbent reviews proposals, plans, etc. to ensure compliance with engineering principles, County standards and needs, and contract specifications. Oversight is exercised over a number of technical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares engineering plans and specifications using computer assisted design (CAD), and reviews contracts for a variety of mechanical engineering projects to ensure that plans meet standards and needs;

Plans and coordinates various phases of assigned projects, making appropriate adjustments to ensure that projects remain on schedule;

Inspects projects to ensure that material and workmanship adhere to contract specifications and plans, noting discrepancies and informing appropriate party;

Inspect project area to determine scope, prepare sketch and budget estimate, and instruct survey crew of job requirements, area limits and special needs;

Recommends adjustments to plans based on field conditions and recommends approval or disapproval of extra work and field changes;

Inspect projects; consults with contractors and recommends payments based on proportion of work completed, materials used, etc.;

Coordinates training on new equipment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of mechanical engineering technology; good knowledge of construction estimating; good knowledge of cost and construction estimating and specification writing; good knowledge of computer assisted design (CAD); ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to get along well with others; ability to follow complex oral and/or written instruction; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; accuracy, reliability, resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) completion of a two year course in mechanical technology or related field at a recognized post high school, trade or technical school and four years of experience in the field of mechanical technology in which the primary function of the position was in the review of proposals, plans, etc., to ensure compliance with engineering standards as they relate to the mechanical aspects of engineering projects; or (b) six years experience in mechanical technology as described in (a); or (c) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum educational level indicated in the minimum qualifications will be considered in evaluating experience.

SUBSTITUTION: College education toward a Bachelors Degree* in a related field may be substituted at the rate of 30 credit hours for one year of experience up to a maximum of four years.

SPECIAL REQUIREMENTS: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

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Job Class Code: C0799
Job Group: XI