STATE OF CALIFORNIA
Judicial Branch
Judicial Council of California

Class Code: 3172
Band/Grade/Subgrade: C42
FLSA Status: Exempt
Established: January 1, 2016
Revised: September 1, 2020

Engineer

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 journey-level mechanical and/or electrical engineering work in design review, equipment procurement/installation, preventative maintenance, and energy/resource management.

DISTINGUISHING CHARACTERISTICS

The Engineer is distinguished from the Engineering Specialist in that it performs professional-level engineering work in preventative maintenance management, energy management, sustainable building operations, compliance management, and/or engineering design. Work requires the consistent exercise of discretion and judgment, using advanced knowledge, to analyze and interpret information and make recommendations.

The Engineer is distinguished from the Engineering Supervisor in that the latter supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and has responsibility for ensuring the overall functionality and operability of the statewide preventative maintenance and engineering design review programs.

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.)*

- Provides engineering specifications and/or design review for capital, renovation, and major maintenance projects, and/or major equipment purchases.
- Provides technical engineering assistance and/or project and program management in assigned area.
- Performs cost benefit analysis and value engineering for technical solutions.
- Conducts site visits to verify work performed by contractor is in accordance with standards and contracts.
- Develops budgets, expenditure, and revenue projections, as assigned.
- Researches industry standards, best practices, and emerging technologies.
- Prepares complex reports, plans, and specifications.
- 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)*
Responsibilities across incumbents in this classification are covered in the "Examples of Essential Duties" list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific professional-level engineering tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree in electrical engineering, mechanical engineering, energy management, or building science, or a directly related field, and three (3) years of experience in area of assignment. *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

- Professional Engineer;
- Valid driver's license as assigned.

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, elevators, security, plumbing, HVAC, electrical/lighting systems and controls;
- Heating Ventilating and Air-Conditioning principles and design;
- Contract oversight methods for monitoring contracted repair and maintenance work;
- Project management principles;
- Quality assurance 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;
- Mathematical concepts;
- Safe work practices and methods;
- 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;
- Collecting, researching, and analyzing field data and site inspection information;
- Maintaining records and project documentation;

- Responding to technical inquiries and information requests;
- Analyzing and calculating engineering measurements and specifications;
- Preparing complex documents including, but not limited to, reports, plans, specifications, and grant funding requests;
- Assisting with the bid process;
- Monitoring project schedules, compliance, and construction contract deliverables;
- Coordinating deadlines and prioritizing competing demands;
- Monitoring and researching industry trends, solutions, and best practices;
- Applying safe work practices;
- 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, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted workspaces, loud noise, and external 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.*