

**A. General Statement**

This is journey-level work in a lead position with emphasis on door hardware, mechanical/electronic lock systems, fire alarm systems, sprinkler systems, and Building Management Systems (BMS) Controls. Under general supervision, the employee performs a variety of tasks necessary for the maintenance and repair of buildings, facilities, security systems, electronic and hardware equipment. Employees in this classification may also be involved in complex installation, repair and maintenance of mechanical, plumbing, electrical, , roofing and building envelope, structural, interior floor/wall/ceiling, building monitoring, control, and other support systems for community college facilities. Public contact is extensive, primarily involving department and outside staff, vendors and contractors for the purpose of exchanging information pertaining to project assessment, procedures, materials and timelines. A moderate to high degree of independent judgment and creativity is required to follow and modify standard, prescribed trade techniques to troubleshoot, complete given assignments, plan, schedule and monitor the work of staff, and to resolve minor and some major problems that arise.

Consequences of errors in judgment can be costly in materials, public relations and in employee time. The DW Systems Engineer will report to the Director of Maintenance and Operations and can direct the work of maintenance and other staff, student assistants and other staff as assigned. The DW Systems Engineer may be assigned to any or all District locations, on a rotating or as-needed basis, to perform preventive maintenance and/or repair work. This position will be expected to work collaboratively with each College's Chief Engineer. This position requires an individual with excellent scheduling abilities, a customer-service driven work ethic, good communication and organizational skills, and the ability to remain focused with little or no direct supervision.

**B. Essential Functions**

Duties may include, but are not limited to, the following:

1. Evaluate equipment and develop preventive maintenance schedules for all access control systems, fire/life safety systems, and BMS Controls systems.
2. Implement and administer each college's procedures for processing and distribution of access control devices.
3. Perform changes to lock cylinder pin combinations and maintain records in master key schedule, as requested by Campus Facilities.
4. Participate in the design and planning, and administer the installation of, all new construction or renovations with regard to fire/life safety systems, access controls systems, building management systems and security systems to include recommendations for change to existing systems.
5. Order and maintain an inventory of replacement parts, including but not limited to, key blanks, plugs, cylinders, knobs, levers, locksets, deadbolts, closers, astragals, strike plates, motion sensors, door contacts, keypads, etc. Maintain data in the inventory control system.
6. Investigate and troubleshoot problems with fire/life safety, access controls, and BMS systems and develop plans for additional repairs, as needed.
7. Ensure conformance with all applicable state and federal regulations for fire/life safety systems and liaison with State, Federal and Insurance agencies during inspections of District facilities.

**C. Non-Essential Functions**

1. Performs other related duties as assigned.

**D. Knowledge, Skills and Abilities**

**Training Guidelines**

Knowledge of door/window hardware, lock devices.	Special courses; job experience; job training
Knowledge of electronic access control and security systems.	Special courses; job experience; job training
Knowledge of master key systems.	Special courses; job experience; job training
Knowledge of materials, equipment, tools and terminology used in building maintenance work.	Special courses; job experience; job training
Knowledge of fire and building codes, and Americans with Disabilities Act regulations.	Special courses; job experience; job training
Exercises caution and complies with all mandated CAL/OSHA safety provisions in the course of work.	Special courses; job experience; job training
Knowledge of State, Federal and local regulations regarding fire alarm equipment, systems needs, chemical storage and handling.	Special courses; job experience; job training
Knowledge of basic electrical/carpentry/welding principles and procedures.	Special courses; job experience; job training
Knowledge of Building Management Systems controls and procedures.	Special courses; job experience; job training
Knowledge of complex physical plant operations to include heating hot water systems, chilled water systems, and HVAC systems.	Special courses; job experience; job training
Knowledge of electrical distribution systems.	Special courses; job experience; job training
Skill in understanding and giving oral and written instructions and directions.	Job experience; job training
Skill in communicating respectfully and effectively with people at various levels in an organization diverse in cultures, language groups and abilities.	Job experience; life experience
Ability to prepare correspondence to outside agencies and vendors.	Special courses; job experience
Ability to utilize and repair fire safety equipment.	Special courses; job experience
Ability to use computer programs and test equipment.	Special courses; job experience
Ability to analyze lock and security systems requirements and develop solutions.	Special courses; job experience; job training
Ability to keep/maintain work records in an organized manner.	Special courses; job experience; job training
Ability to perform routine technical functions in the repair and maintenance of access controls systems, both mechanical and electrical,	Special courses; job experience; job training
Ability to work independently under minimum supervision.	Job experience; life experience
Ability to prioritize jobs and develop schedules.	Job experience; life experience
Ability to use required tools and equipment skillfully and safely.	Special courses; job experience; job training
Ability to maintain cooperative relationships with those contacted in the course of duty.	Job experience; life experience

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
SYSTEMS ENGINEER**

**JOB DESCRIPTION**

Ability to drive maintenance vehicles.	Special courses; life experience
Ability to interface with administrators, Public, State, and Federal inspectors.	Special courses; job experience; life experience
Ability to work from drawings, sketches, and blueprints.	Special courses; job experience; job training
Ability to assess completed work for standard of quality.	Special courses; job experience

**E. Physical Requirements**

Must be capable of performing sustained physical activities to include the ability to lift heavy equipment and materials (up to 75 lbs). Must be able to lift, carry, push and pull a variety of material and equipment such as locks, doors, hardware, hand tools, power tools, fixtures, furniture, portable welding equipment and air compressors. Must be able to work inside and outside including during inclement weather.

**F. Education and Experience**

Education level must be equivalent to completion of the twelfth grade or related apprenticeship program. This position requires: four (4) years of journeyman level experience in the locksmith and/or access controls trade; or successful completion of a certification program in locksmithing and/or access controls plus two (2) years of journeyman level experience in the locksmith and/or access controls trade; a combination of three (3) years practical experience with fire alarm and sprinkler systems and one (1) year journeyman-level experience in the electrical trade; two (2) years practical experience with a building management and/or energy management system. Possession of a California driver's license is required.