



POSITION OPENING **Mechanical Engineer**

POSITION DESCRIPTION

This position is responsible for performing technical engineering design, review, assessment and management of complex construction and/or remodeling projects, mechanical, potable water systems, electrical systems and sewers, both sanitary and storm and paving projects. The incumbent is also responsible for assisting with the formulation of project budgets and project time lines. The individual tracks cost and ensures that projects are within budget and completed in a timely manner. The individual is charged with the responsibility of operating CAD systems as well as archiving engineering drawings and maps. The individual also maintains a technical reference library. This position will need to work with the Wisconsin State Fair Park electrician on project and daily work. This position will be able to do routine maintenance on mechanical systems throughout the park. The engineer will report to the Senior Director of Facility Services and the Facility Engineering Manager with little supervision.

A complete position description can be found by clicking [here](#) or by contacting Human Resources.

EMPLOYMENT TYPE

Full-Time, Permanent Position in the Unclassified Service of the State of Wisconsin

COMPENSATION & BENEFITS

Salary will commensurate with experience and qualifications in alignment with the State of Wisconsin's Compensation Plan for new hires, promotions, and transfers. As an unclassified position, this role best aligns with the pay range 14-14 for salary purposes. Comprehensive fringe benefits package, including pension, insurance, and paid time off, included.

WHO CAN APPLY

This position is open to all qualified candidates who meet the outlined criteria.

ESSENTIAL FUNCTIONS

Provide engineering analysis, assessment and management for complex infrastructure and building construction projects for the Wisconsin State Fair Park.

- Provide engineering and administrative support to ensure successful program/project operations.
- Assist with design program mechanics, using engineering principles and techniques, to reflect project and program needs.
- Administer an assessment and evaluation program to ensure program participation/utilization goals are met.
- Provide engineering assistance to consulting engineers and facility directors.
- Develop technical review procedures and organize appropriate program review teams to assist in evaluating soundness of proposals.
- Provide technical review for theoretical and practical engineering quality and accuracy including cost proposals.
- Perform site inspections to ensure that quality engineering practices have been employed in construction and other projects.

- Perform administrative duties as necessary to ensure successful operation of the programs.

Provide engineering analysis, cost and program management for the Wisconsin State Fair Park's infrastructure and other facility program activities.

- Assist with the development of program objectives and preparation of annual replacement schedules for infrastructure replacement and upgrades.
- Assist with the preparation and submission of quarterly, interim, and final reports on infrastructure replacement activities to the Senior Director of Facility Services.
- Perform and assist with preliminary engineering and economic feasibility studies for the Wisconsin State Fair Park. This includes an evaluation of equipment costs, equipment reliability and operation/maintenance requirements.
- Work with Division of Facilities Development (DOA) staff on Wisconsin State Fair Park projects including evaluation of contractor methods to assure sound construction practices are maintained.
- Assist consulting engineers with existing information or data related to Wisconsin State Fair Park infrastructure and facility drawings.
- Assist with the agency's Biennial Capitol Budget Request while working with the CEO, CSO and Senior Director of Facility Services.

Provide and prepare CAD and GIS drawings as required in support of remodeling and small project requests for the Wisconsin State Fair Park.

- Use CAD systems to prepare drawings used for estimating project costs.
- Provide technical support relating to CAD operation for project's layout.
- Provide Wisconsin State Fair Park staff with drawings and map requests.
- Use CAD as well as GIS software to document and inventory buildings and infrastructure within Wisconsin State Fair Park.

Perform other duties within the Facility Services Department.

- Support the safety and occupational health program and observe and comply with all safety rules and regulations established for the department. Attend safety meetings and training programs scheduled by the agency or as the incumbent seems fit.
- Ensure that all facilities and infrastructure conform to the Federal ADA (Americans with Disabilities Act) guidelines.
- Perform routine preventive maintenance to all the physical and mechanical systems (HVAC, Plumbing, etc....) around the fair park.

QUALIFICATIONS

- Ability to follow oral and written instructions.
- Ability to communicate effectively.
- Ability to both work alone and work with staff and the public.
- Degree in Engineering.
- Knowledge of occupational hazards and safety requirements.
- Knowledge of how to conduct on-site investigations to determine existing conditions and preparing plans for repair or remodeling.
- High degree of knowledge of reading, understanding and interpreting blue prints and construction drawings.
- Ability to interpret and understand schematic drawings related to HVAC, electrical and electronic apparatus.

- Knowledge of current practices in estimating material and construction costs.
- Ability to develop drawings and schematics using multiple CAD systems.
- Ability to write construction and equipment specifications.
- Knowledge of contemporary technical maintenance practices and techniques (e.g. preventative/predictive maintenance, cost estimating, materials acquisition)
- Extensive knowledge of building systems operations including HVAC, refrigeration, electrical, telecommunication, plumbing, building materials, fire suppression and annunciation, alarm systems, engines, pumps, and motors.
- Practical and technical knowledge of computer systems including the use of fiber optic devices, servers, and other peripheral equipment.
- Ability to train and oversee staff.
- Knowledge of governmental accounting, budgeting, and charge-back stem principles.
- Ability to use computerized spreadsheet, CAD systems, data base, email, HVAC control and preventative maintenance programs.
- Ability to move freely throughout buildings and grounds.
- Knowledge of safety requirements, state code and general orders and state building and safety codes relating to construction, electrical and plumbing.
- Ability to stand and /or walk for long periods of time with or without accommodation.
- Ability to walk up and down stairs, climb ladders, crawl, stoop, crouch, turn and kneel with or without accommodation.

SPECIAL NOTES

Candidate must be able to work all 11 days of the annual Wisconsin State Fair; for 2018 these dates are August 2 – 12, 2018. The candidate will be subject to a comprehensive criminal background check. This incumbent may work in unpleasant conditions such as in dusty or dirty areas or in extreme heat or cold.

TO APPLY

Applicants should submit their resume and cover letter to Human Resources, Wisconsin State Fair Park, 640 S. 84th St, West Allis, WI 53214 or via email to hr@wistatefair.com with the subject line “Mechanical Engineer”. Applications must be received by 5pm on Monday, February 26, 2018. The most qualified applicants will be invited to interview.

COMPANY DESCRIPTION

Wisconsin State Fair Park is a year-round entertainment venue hosting activities, events, meetings and more throughout the four seasons. Home to the Exposition Center, Tommy G. Thompson Youth Center, the Milwaukee Mile Speedway, Products Pavilion and many other facilities, hundreds of events are held at the Fair Park each year. Perhaps the most notable and certainly the signature event, the Wisconsin State Fair, welcomes more than one million Fairgoers over 11 summer days. Visit www.wistatefair.com for more information.

Wisconsin State Fair Park’s central location within the largest metro area in Wisconsin makes it a desirable place to work, live and play. As a world-class city, Milwaukee and the Greater Milwaukee Area are full of opportunities galore for living, working and playing. Visit www.discovermilwaukee.com for more information.

Wisconsin State Fair Park is an equal opportunity employer seeking a diverse and talented workforce. While performing the duties of this specific job, the employee is regularly required to sit; stand; walk; climb; use ladders; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus.