



Maintenance Engineer – Building Systems #01435

City of Virginia Beach – Job Description

Date of Last Revision: April 2, 2026

FLSA Status: Non-Exempt

Pay Plan: Administrative

Grade: 14

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Supervise all phases of maintenance and repair to electrical systems or heating and air conditioning systems in municipal buildings and/or facilities.

Representative Work Functions and Responsibilities

- Review mechanical plans and specifications for new installations and renovations for completeness, maintainability, and conformance to related mechanical codes.
- Perform supervisory functions, such as scheduling and prioritizing work assignments; conduct performance appraisals, grant leave, take disciplinary action, and make promotion recommendations; ensure that the needs of staff as well as production goals

are satisfied; and make changes to work plans, assignments, or methods necessary to effectively accomplish the task.

- May perform repair work on complex components of HVAC systems; and perform troubleshooting, or instruct others, to quickly diagnose and repair malfunctioning systems.
- Inspect work in-progress and upon completion to ensure efficiency, economy, and safety of operations.
- Monitor the processing of orders for supplies, material, and repair parts to ensure availability when required and to reduce production delays.
- Maintain records on material prices, job progress, schedule adherence and files, for future planning and statistical purposes.
- Perform other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Effectively assign and schedule jobs.
- Utilize proper procedures for maintaining records, pricing and ordering materials.
- Thoroughly review mechanical plans making recommendations for improved operations and maintainability.
- Accurately troubleshoot malfunctions and select the proper method for repair.

Minimum Qualifications

- High school or GED plus eight (8) years, three (3) of which have been in a supervisory capacity in the field of heating and air conditioning in positions such as HVAC Maintenance Superintendent, HVAC Maintenance Supervisor, or Heating/Air Conditioning/Refrigeration Mechanic; or any combination of experience and training which provides the required knowledge, skills, and abilities.
- Depending on position, Universal Refrigeration Certificate & Master's HVAC License; OR Master Electrician's license required.
- Must have a current and valid driver's license.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.

- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.
- Successful completion of pre-employment physical.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.