



## **HVAC Mechanical Engineer Grad/PE Track**

**Job Description:** The HVAC Mechanical Engineer is responsible for supporting and assisting in staff engineers in design, engineering and estimating cost for HVAC design/build projects.

### **Essential Functions:**

- Technical writing with Word and EXCEL including graphs, tables, diagrams, flow charts for proposals and reports.
- Capable of writing and interpreting ASHRAE Level 1, 2, 3 energy audits.
- Familiar with using DD BIN data and data Loggers.
- Reviewing utility bills, rate structures and benchmarking.
- Capable of simple return on investment economics.
- Develop HVAC and plumbing design/build project plans both engineering and estimation.
- Capable of providing block load and system load calculations.
- Follows up (by phone or visit) on project proposals submitted to customers.
- Establishes professional customer/vendor relationships with appropriate customer personnel (purchasing, engineering, manufacturing, quality assurance, management, and other key personnel).
- Work to meet client deadlines including balancing multiple priorities and responding to changes in deadline, scope and design as they occur.
- Performs all duties assigned by management.

### **Additional Responsibilities:**

- Performs any directly related appropriate duties assigned by management.
- Performs assigned duties with minimum personal supervision from the management.

### **Qualifications:**

- Bachelor's degree in Mechanical Engineering or Mechanical Engineering Technology or equivalent.
- Excellent written and oral communication skills, self-motivated, self-starter, sense of urgency, personable, extroverted personality, well organized.
- Willingness to intrastate travel and ability to drive company automobile.
- Valid Driver's License
- Candidates must also complete a satisfactory behavioral profile assessment, drug screen and a satisfactory background check.

### **Future or Extra Requirements:**

- Passing of Fundamentals and/or Professional Engineers exams a plus
- Familiar with DOE eQUEST, Energy Star Portfolio Manager, DOE COMcheck, Carrier eDesign HAP, Trane Trace 700 and Climate BIN data.
- Capable of AutoCad MEP 2016 a plus
- LEED AP+ or EB, CEM or CEA a plus