



HVAC Mechanical Engineer

Job Description: The HVAC Mechanical Engineer is responsible for design, engineering and estimating cost for HVAC design/build, replacements and retrofit projects.

Essential Functions:

- Technical writing with Word and EXCEL including graphs, tables, diagrams, flow charts for proposals and reports.
- Reviewing utility bills, rate structures and benchmarking.
- Capable of simple return on investment economics.
- Develop HVAC 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.
- Valid Driver's License
- Candidates must also complete a satisfactory behavioral profile assessment, drug screen and a satisfactory background check.

Additional Capabilities a Plus

- AutoCAD 2021 skills
- Current or passing of Fundamentals and/or Professional Engineers exams