

HVAC ENGINEER - PE

Reports to

Vice President of Operations

General Duties and Responsibilities

Specific duties include HVAC planning, designing, engineering and construction document production, project estimates, contract negotiations and bid reviews, and holding client relationships in the area of HVAC engineering for projects across the nation. Additional duties include energy analysis, cost/benefit analysis, sustainable design (as it pertains to HVAC systems), existing system condition assessment, and construction administration activities.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Mechanical Engineering from an accredited institution with an emphasis or specific training in HVAC engineering in building environments.

- Plumbing and/or fire protection design/engineering experience is a plus
- Building types include law enforcement, detention, office, training , and developer-driven corporate and retail based facilities

Five to ten years experience and professional license required; must be able to procure registration in multiple states across the nation; NCEES record is not required but preferred with intention to acquire this record

Skills and Experience

Exceptional interpersonal skills are essential:

- Demonstrated ability to clearly communicate project objectives, problems, solutions and scope changes with clients, field personnel and internal staff
- Ability to facilitate close work with clients, field personnel and internal staff to achieve deadlines and quality work
- Demonstrated ability to work well in a team/collaborative setting, make sound decisions and drive action cross functionally
- Demonstrated strong written, verbal presentation and communication skills

Must be self-motivated:

- Ability to organize and prioritize personal workload and make necessary adjustments to meet strict deadlines; must be results oriented and milestone driven
- Ability to work with modest supervision and guidance
- Ability to make independent decisions within a general framework

Intimate knowledge of building codes, regulations and requirements along with thorough knowledge of building materials and construction methods, knowledge of procedures and sequencing of construction documents

Must be willing to stamp/seal self-produced documents

Demonstrated exceptional planning, analytical and problem solving skills; ability to apply logical steps to problem solving

Ability to function effectively in a demanding environment and manage multiple projects simultaneously

Must be proficient in Microsoft Office (Word, Excel, Access, Outlook), AutoCAD and specialized HVAC engineering software (eg. Carrier HAP); Revit experience is a plus

Ability to add, subtract, multiply and divide; perform calculations using fractions, decimals, and percentages; perform algebra, geometry and trigonometric calculations

Physical Requirements

Ability to operate a variety of standard office equipment such as a computer, telephone, printer, plotter, photocopy machine and calculator

Ability to move around construction sites in various stages of development from excavation to completion and beyond

Environmental Adaptability

Work is performed in an office setting and in the field; job site monitoring may be performed in various weather conditions

Air and vehicular travel will be regular and extensive at times

Activities may be necessary outside of the normal office hours depending on workload, schedules and client geographical location