



POSITION:	Commissioning Project Manager
DEPARTMENT:	Commissioning
REPORTS TO:	Commissioning Department Head
CLASSIFICATION:	Full Time, Exempt
SUMMARY:	Responsible for managing and implementing the commissioning process for projects and for development and maintaining client relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Building Commissioning (65%)

- Perform design reviews that identify design concepts and provide technical review of mechanical and/or electrical systems with a focus on conformance to the Owner's Project Requirements, energy efficiency, constructability, and sustainability.
- Develop commissioning specifications from templates.
- Perform and supervise construction inspections and field investigations.
- Conduct commissioning meetings.
- Conduct and coordinate functional performance testing, including diagnosing and resolving technical equipment and system issues.
- Track commissioning-related issues until they are resolved.
- Develop training documentation for client building operations staff.
- Write system operation manuals.
- Prepare progress and final commissioning reports.
- Support development of company standards.

Project Management (25%)

- Lead commissioning projects to successful completion.
- Assist the commissioning manager with planning, scheduling, conducting, and coordinating commissioning work and projects.
- Ensure the quality of deliverables conform to standards.
- Effective execution of project assignments.
- Maintain the technical accuracy of work performed in the field of discipline.
- Coordinate with clients, owners, and subconsultants.

Marketing/Client Development (10%)

- Assist with marketing efforts of the Commissioning department.
- Provide assistance with engineering and commissioning project proposals.
- Participate in oral marketing presentations.

- Develop and maintain client relationships.

QUALIFICATIONS AND EXPERIENCE:

- This position typically requires a Bachelor of Science degree in an engineering-related field and 5 to 10 years of experience in consulting engineering, commissioning building mechanical, electrical, and plumbing systems including:
 - Commissioning and retro-commissioning processes
 - Design and implementation of sustainable construction practices
 - Existing building operation and operation and maintenance protocols and procedures
 - A variety of facility types such as K-12 and higher education, government office buildings, laboratories, health care facilities, data/communication centers, sports facility, aquatic centers, military facilities, and central plants
- Professional engineer registration or the ability to obtain registration is required.
- Commissioning and/or LEED certification is preferred.
- Ability to obtain security clearances and background checks for local, state and federal governments.
- Excellent mechanical, electrical, and control system knowledge and troubleshooting skills for building HVAC systems.
- Trade experience with associated contractor disciplines.
- Expected to have sufficient technical knowledge and awareness of project details to recognize when technical problems are developing in the various disciplines and to initiate appropriate corrective actions.
- A demonstrated ability to prioritize and handle multiple tasks.
- Attention to detail and a high level of accuracy while preparing documentation and conducting fieldwork.
- Excellent interpersonal skills.
- Effective organizational and written skills.
- Must be self-starter.
- Computer skills include the MS Office suite, Adobe Acrobat, SharePoint, and Microsoft Expressions 4.
- Preferred personal attributes, including but not limited to:
 - Personable, presentable, and articulate
 - Sound work ethic
 - Honest, trustworthy, and dependable
 - Respectful
 - Cultural awareness and sensitivity
 - Ability to think creatively

Work conditions

Physical Demands

Occasional lifting and carrying, up to 50lbs

Typing/computer work, approximately 75% of the time

Field work on construction job sites, approximately 25% of the time

Sitting, standing, walking, use of ladders and lifts.

Ability to perform field testing and site investigations in various working conditions, including heat, cold, rain, and snow.

Mental/Visual Demands

Concentrated mental and/or visual attention; the work involves performing complex tasks with very close accuracy and quality.

Work Hours & Expectations

Working hours are from 8:00am to 5:00pm but may vary depending on project demands. Time off to be coordinated with work team and project schedules. Occasional travel up to 3 to 4 times per week as workload dictates. Employees are expected to perform all duties as assigned.

Background Screening

Background screening may include previous employment, education, criminal history, and driving record verification.