



30th ANNIVERSARY
1988-2018

POSITION: Mechanical Staff Engineer

DEPARTMENT: Mechanical Engineering

REPORTS TO: Mechanical Department Head

CLASSIFICATION: Full Time, Exempt

SUMMARY: Responsible for performing the study, design, and/or construction administration of mechanical engineering projects for commercial, institutional, and industrial facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mechanical Engineering (95%)

- Perform work for projects that may include master planning, existing facility evaluations, feasibility studies, design, cost estimating, and similar technical functions.
 - Project facility types may include K-12 and higher education, government office buildings, laboratories, medical facilities, data/communication centers, sports facilities, aquatic centers, and central plants
- Prepare reports, plans, and specifications for assigned projects in compliance to applicable codes, accepted engineering practices and owner's project requirements under the supervision of a project manager/project engineer.
- Field survey to identify site conditions.
- Identify design concepts and provide technical direction for the design of mechanical systems with a focus on energy efficiency and sustainability.
- Prepare reports, plans, and specifications for assigned projects in compliance with applicable codes, accepted engineering practices, and owner's project requirements.
- Perform engineering calculations that may include HVAC load calculations, pipe and ductwork sizing, and equipment capacity.
- Provide construction administration services.
- Coordinate with other disciplines on design work as appropriate.
- Support the development of company standards.

Marketing/Client Management (5%)

- Maintain regular contact with assigned clients.
- Provide project information to Marketing as needed.

QUALIFICATIONS AND EXPERIENCE

- This position requires a Bachelor of Science degree in Mechanical Engineering
- A demonstrated ability to prioritize and handle multiple tasks
- Attention to detail and a high level of accuracy in preparing and entering information
- Excellent interpersonal skills
- Effective organizational and written skills

- Must be self-starter.
- Proficient computer skills include MS Office Suite
- Technical knowledge of AutoCAD and Revit desirable.
- 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 20lbs

Typing/computer work, more than 80% of the time

Sitting, standing, walking, use of ladders and lifts

Ability to perform offsite 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 overtime may be necessary 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.