



POSITION: Mechanical Designer 1

DEPARTMENT: Mechanical

REPORTS TO: Mechanical Department Head

CLASSIFICATION: Full Time, Non-Exempt

SUMMARY: Responsible for HVAC and plumbing system design and documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mechanical Design (100%)

- Perform study and design for projects that may include existing facility evaluations, feasibility studies, design, cost estimating, and similar functions.
- Field survey to identify site conditions.
- Code review and compliance.
- Engineering calculations including HVAC load calculations, pipe and ductwork sizing, and equipment capacity.
- Coordination with design work of other disciplines.

QUALIFICATIONS AND EXPERIENCE

- Must be authorized to work in the U.S.
- 1 to 3 years of experience in commercial mechanical design
- This position typically requires an Associate's degree in AutoCAD, Revit, HVAC design, science, energy analysis, mathematics, or other technically related field.
- AutoCAD and Revit proficiency as it applies to the preparation of HVAC and plumbing drawings.
- Ability to layout ductwork and plumbing systems, calculate flows and pressure drops for air and/or water systems, and calculate HVAC loads using Trace Loads Program.
- Possess a basic understanding of mechanical and/or plumbing systems.
- Familiar with construction document organization and preparation.
- A demonstrated ability to prioritize and handle multiple tasks.
- Attention to detail and a high level of accuracy while preparing documentation.
- Excellent interpersonal skills.
- Effective organizational and written skills.
- Must be self-starter.
- Computer skills include the MS Office suite, Adobe Acrobat, Bluebeam, and SharePoint.
- 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, and walking.

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 local travel as workload dictates. Overtime may be necessary according to workload. Employees are expected to perform all duties as assigned.

Background Screening

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