



Division/Department	Operations		
Reporting Location	Walnut, CA Santa Ana, CA		
Job Title	Mechanical Engineer I		
Reports to	TBD	Title	Principal

Level/Grade	Mid Level	Type of position:	Hours <u>40</u> / week
		<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
		<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

This position will support operations of the Engineering Departments in the Santa Ana and Walnut, California Offices. The position offers opportunities for growth with a growing North American Company. Under general direction of the principal engineer, performs many different levels of duties and varied responsibilities. Candidate must demonstrate sound engineering judgment, Leadership skills, proven ability to work independently Assumes responsibility for projects (schedules, budgets, accuracy) whether assigned to them or team members under their supervision. Demonstrates strong knowledge in the fundamental design and analysis of mechanical systems (HVAC systems air and wet side, piping, constructability, etc.)

PRINCIPAL DUTIES

- Prepare HVAC and / or plumbing designs for customer facilities.
- Prepare heating and cooling load calculations
- Size, select and specify HVAC systems and equipment for central chiller and boiler plants, unitary systems and built-up HVAC systems.
- Develop drawing packages with and without the assistance of the drafting department.
- Coordinate the completion of projects with internal team members and outside consultants.
- Coordinate design documents with other disciplines (A,S,E,C) and work efficiently with contractors.
- Design mechanical and plumbing systems, produce construction drawings.
- Develop specifications in accord with CSI format.
- Develop mechanical feasibility studies and mechanical assessment reports.
- Ability to perform detailed field surveys.
- Prepare facility and systems assessment reports.
- Maintains priorities established by the engineering design team and or as determined by the principal.
- Manage project schedules/timelines and deliverable milestones for the Client/Customers and Stakeholders.
- Perform project document peer reviews in accordance with the Corporation approved process.
- Reviews and ensures accuracy of work product and deliverables prior to review by the principal.
- Aids junior staff and peers through review of deliverables and mentoring.
- Ability to meet with clients and assess their needs.
- Work with Architects, other consultants and contractors in collaboration on projects from conception through closeout.
- Other Related Duties.



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CORE COMPETENCIES			
<p>Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.</p> <p>Customer Service: Manages difficult or sensitive customer situations; Responds promptly to Client/Customer needs; Solicits Client/Customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.</p> <p>Oral Communication: Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.</p> <p>Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan if a deadline cannot be met.</p> <p>Listening: Practices attentive and active listening, has the patience to understand engineering staff frustrated concerns. Can accurately restate the opinions/concerns of staff members even when he/she has opposing points of view.</p> <p>Organizing: Can marshal resources (project funding, material, staff support) to get “things” done; can orchestrate multiple activities simultaneously to accomplish a Team goal; uses resources effectively and efficiently; arranges information and files in a logistical manner in accord with Corporation guidelines.</p> <p>Planning: Accurately assesses difficulty of projects and the required tasks; sets realistic objectives and achievable goals; breaks down workload into understandable phases for Team members; develops timeline schedules and sets tasks/people assignments; anticipates and adjusts for problems/roadblocks; measures individual personnel output performance against agreed to set goals; evaluates the measured results and discusses same with the individual to achieve positive reinforcement.</p> <p>Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions, investigates sources for answers, can envision hidden problems, is excellent at truthful analysis, looks beyond the obvious and pursues all avenues to resolve the concern.</p> <p>Quantity: Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works efficiently and quickly.</p> <p>Written Communication: Can write clearly and concisely in a variety of communication settings and styles, can be direct in assuring an understanding of the communication intent, and its impact effect. Edits work effort of staff members for spelling and grammar; Varies writing style to meet Client/Customer needs; Presents numerical data effectively; Can read, interpret and summarize briefly received information.</p>			
EDUCATION AND WORK EXPERIENCE REQUIREMENTS			
<ul style="list-style-type: none"> • Requires a bachelor's degree in mechanical engineering, a Professional Engineering License and 8-10 years of experience in consulting engineering and the design of HVAC and mechanical building systems. • Desired Masters in Mechanical Engineering, LEED AP, CxA, CEM 			



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LICENCES AND CERTIFICATIONS

A valid California driver license is desirable (must maintain a satisfactory driving record).

LANGUAGE SKILLS

Fluent English (Knowledge of correct English usage including spelling, grammar, punctuation and vocabulary)

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to talk and/or hear. The employee is occasionally required to stand, walk and sit. The noise level in the work environment is usually moderate.

The Engineer shall be able to visit and work in or on an active construction site which will require physical efforts such as climbing ladders, removing ceiling tiles, exercising caution around active tradesmen taking measurements making observations in an active construction setting, etc. Construction sites have Safety Officers to enforce State and Federal safety rules and regulations whereby on-site safety training is often mandatory. The engineer will participate in the Clients safety program when and where required. Personal Protective Equipment (PPE) will be provided by the Corporation to ensure the safety of its employees at all times.

Employee Statement

I certify that I have read and understand the contents of my job description. I understand that my job responsibilities may be changed at any time. Furthermore, I understand that this is not a contract and does not alter the at-will nature of my employment.

Employee Name

Employee Signature

Date