

## **Title: Senior Project Engineer (Mechanical)**

### **Purpose of Position:**

The Senior Project Engineer is expected to be responsible for the overall supervision of those projects which are assigned to them to assure that the project conforms to the commitments the firm has made to the client, and that the project is completed within the allocated period of time and within the budget.

### **Typical Duties:**

The duties listed below are minimum requirements for the position, but are not all encompassing. Each individual is expected to perform any duties required to deliver a quality product on schedule.

- Assigned to project team and makes major design recommendations
- May participate in making proposals
- May participate in presentations to clients
- Calculate costs and time schedules for proposed work
- Assign duties and schedules to team members, responsible for all phases of a project
- Organize and maintain project files
- Produce sketches and system schematics for complicated design tasks such as layout of mechanical or electrical equipment rooms
- May serve as a field engineer during construction
- Recognize problems quickly and seek advice
- Check all written documents submitted to clients
- Document existing conditions and perform some troubleshooting
- Develop details as required for a specific project
- Develop and maintain master specification sections
- Edit master specification sections, to be project specific
- Assist in development of technical competence of project team members
- May be required to maintain liaison with the client after project completion
- Develop control sequences for temperature control systems
- Attend construction progress meetings and produce site observation reports
- Produce final punch lists
- Research non-routine code issues and obtain interpretations from code officials
- Prepare and review addendums, proposal requests and change orders
- Initiate additional service requests and turn over to Project Manager for submittal to client
- Prepare engineering opinion of probable cost for mechanical or electrical systems and review construction manager/contractor cost estimates
- Provide value engineering ideas
- Review drawings for compliance with company standards
- Involved in developing and maintaining company design and production standards

- In role of project leader, coordinate staff activities and maintain responsibility for project budget, staffing, schedule and quality
- Proficient use of computer spreadsheets and design programs for engineering analysis and equipment selections
- Edit word processing documents and understand procedures for file saving, retrieving and transferring
- Maintain a neat and organized work area which allows efficient access to project information required by other team members
- May be responsible for several concurrent projects
- Attend and present in-house seminars and attend educational opportunities outside of the office
- Participate in technical and professional societies
- Other duties as necessary and assigned

**General Requirements:**

- Bachelors Degree in Mechanical or Electrical Engineering from an accredited University
- Minimum ten years previous engineering experience
- PE Registration
- Expertise in computer operation for engineering design programs and computer aided drafting
- General knowledge of all areas of mechanical and electrical system design, as well as recognized expertise in one area such as fire protection, HVAC, plumbing, electrical, communications, systems, lighting, construction coordination or energy conservation
- Thorough understanding and knowledge of applicable design codes
- Must be able to communicate with a variety of individuals; must be able to follow verbal and written instructions/directions and respond to inquiries
- Must be able to operate a computer and other business office machines
- Must be able to move about the work area and travel to work-sites as needed or required

To express interest, reply to this posting with your cover letter, resume, and salary requirements, or send the information:

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EOE. No phone calls please.