



## PROJECT ENGINEER (HVAC-R) JOB DESCRIPTION

**Company Profile:** National Design Build Services is a mechanical design/build firm that offers our customers knowledge and experience in designing air conditioning, heating, ventilation and refrigeration systems (HVAC/R) for commercial, industrial and healthcare buildings. NDBS focuses on Leadership in Energy and Environmental Design (LEED) as it applies to mechanical systems and whole building systems integration. Our projects consist of Medical/Surgery Centers, Warehouses, Office Buildings, Manufacturing Facilities, Food Processing Plants, and Refrigerated Warehouses. NDBS offers impressive benefits and compensation program in addition to excellent career development opportunities. We have an immediate opening at our office in St. Peters, MO for an experienced mechanical engineer. Position will eventually move to our future location in Westport.

**Position Summary:** The Mechanical Engineer at NDBS is involved in all aspects of the HVAC design / build process. From project conception through the details of design and field coordination, you will work with our staff of experts sharing practical knowledge and experience unmatched in this industry. Examples of HVAC installations range from commercial building “packaged system” to complex central mechanical systems. The Project Engineer is responsible for delivering project design assignments within time and budget parameters while satisfying client contracts.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned.

- Design and plan layouts of equipment, duct, and piping systems.
- Drive the development of HVAC design from initial concept through construction drawing.
- Application engineering including but not limited to Sequence of operations, load calculations, psychometrics, refrigeration, acoustics, and temperature control systems.
- Engages in several levels of field engineering, assisting with project execution, trade coordination, scheduling, document management and commissioning.
- Prepare project estimates for design, equipment, installation, labor, materials, and other related costs.
- Review and approve contractor bids, RFI's, submittals, and change requests.

**Competencies:** To perform the job successfully, an individual should demonstrate the following.

**Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Continuous Learning** - Assesses own strengths and weaknesses. Pursues training and development opportunities. Seeks feedback to improve performance. Shares expertise with others. Strives to continuously build knowledge and skills.

**Initiative** – Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantages of opportunities. Asks for help when needed.

**Problem Solving** - Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group

problem solving situations.

**Teamwork** - Balances team and individual responsibilities. Contributes to building a positive team spirit. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Puts success of team above own interests.

**Education/Experience:**

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Must have a minimum of 2 years of HVAC Mechanical Engineering Design experience working for a mechanical consulting firm or a design build contractor.

Demonstrated experience showing proficiency in conducting load calculations, systems design, layouts, and trade coordination is a must.

**Computer Skills:**

Microsoft Office Suite: Word, Excel, Access, and PowerPoint. Proficiency in Revit/AutoCAD, load calculations, & Energy code compliance calculation software (Trace 700, ComCheck, etc.). Proficient in HVAC Mechanical design fundamentals and systems applications.

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**ACKNOWLEDGED: Employee Signature**

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**Date**

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**PRINT: Employee Name**

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**ACKNOWLEDGED: Supervisor/Manager Signature**

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