

JOB TITLE:

HVAC and Plumbing Designer

POSITION STATUS:

Exempt

BASIC FUNCTION:

The basic function of the Mechanical Designer is to design mechanical and plumbing systems for assigned projects ensuring quality expectations are met and projects are completed on time and within budget by assigning internal and external resources and tracking progress. This includes researching job specific requirements and performing and/or coordinating CAD work.

QUALIFICATIONS:

- Ability to communicate effectively with all external and internal contacts
 - Proven record of professional and business ethics
 - Technical degree required
 - Professional college degree preferred
 - Working knowledge in the field of design and allied design/engineering disciplines
 - Knowledge of building materials, specifications, and construction techniques
 - Experience in dealing with governmental agencies and building/zoning codes
 - Experience with various construction processes
 - Experience in designing mechanical systems
 - Experience in designing plumbing systems
 - At least two years experience creating CAD documents in a related design/engineering environment
 - Ability to comprehend engineering plans and CAD drawings
 - Moderate working knowledge of Microsoft Office software
 - Ability to document company procedures
 - Ability to prepare and make quality presentations externally and internally
 - Moderate business writing skills
 - Extensive technical writing skills
 - Ability to follow company procedures and policies
 - Valid driver's license and clean driving record
 - Ability to follow written and verbal work instructions
 - Available to work additional hours as required to accomplish company goals
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REPORTING RELATIONSHIP:

The Mechanical Designer reports to the Engineering Manager

The following positions report directly to the Mechanical Designer: None

PRINCIPAL DUTIES:

The following are principal duties of the Mechanical Designer:

Leadership / Management

- Work as a team with all personnel and outside contacts to achieve project and company goals
- Represent FM Group in a positive and professional manner

- Manage project level client relationships (as assigned)
- Communicate information to manage and encourage staff, consultants, and vendors
- Identify and record issues needing to be addressed in the workplace
- Discover and evaluate opportunities for improving productivity
- Discover and evaluate opportunities for improving quality
- Perform other duties assigned by a supervisor

Operations

- Perform surveys / job walks related to project work, as assigned
- Perform project research as required
- Perform code analysis as required
- Prepare design / technical specifications
- Create design development drawings in CAD
- Create construction drawings in CAD
- Arrange for stamping of design projects by outside parties as required
- Review contractor submittals for projects
- File in process project documentation to ensure all information is complete and easily accessible
- Follow electronic file naming architecture to ensure easy access to electronic files
- Design standard procedures for performing operations tasks

HR & Administration

- Maintain work area in a clean and organized manner
- Comply with and enforce company policies
- Complete and submit timesheet on time every week
- Complete and submit mileage and expense reports on time every week
- Assist in training and supervising less experienced staff members

Quality Assurance / Quality Control

- Ensure that drawings are consistent per company standards

MEASURES OF PERFORMANCE:

The following will be used to evaluate the performance of the Mechanical Designer:

- Ability to perform all duties specified
- Ability to complete goals set in regular evaluation and goal setting sessions
- Arriving on time and being prepared to work
- Ability to minimize quality defects on client deliverables
- On time completion and delivery of assigned projects
- Ability to keep assigned projects within budget
- On time completion of assigned tasks
- Ability to follow instructions from supervisors
- Ability to follow company procedures, policies, and standards
- On time completion and accuracy of timesheets and expense reports
- Accuracy and timeliness of other internal paperwork
- Cleanliness and organization of work area

Margaret Fries – HR Manager

602.277.7877 ext. 238; 15974 N 77th St. Scottsdale Arizona 85260