



Job Description: Mechanical Engineer

Department: Engineering

Reporting Structure: Direct to Engineering Manager

Direct Reports: No

COMPANY INFORMATION

PERFORMANCE SERVICES, INC.

Performance Services is a design-build engineering company headquartered in Indianapolis, IN that specializes in constructing and renovating schools, universities, and local government facilities to deliver optimal environments through both the Design-Build and Guaranteed Energy Savings procurement methods. Innovative solar and water systems are integral to our portfolio of services. The company has provided building solutions to customers since 1998 and is a leading qualified provider of guaranteed energy savings projects and ENERGY STAR labeled buildings. Markets served include Indiana, Illinois, Wisconsin, Texas, Missouri, Arkansas, Michigan, Kentucky, Florida, and North Carolina.

POSITION PURPOSE

The Mechanical Engineer is responsible for providing HVAC design support under limited supervision. The Mechanical Engineer will work under the direction of an Energy Engineer on assigned projects and will report to the Engineering Manager.

DUTIES, TASKS AND RESPONSIBILITIES

Administrative & Systems

- Inventory existing equipment and evaluate the condition and the operation of existing building systems.
- Survey existing site conditions to determine best possible locations for new equipment, duct routing, and pipe routing.
- Identify problem areas that will affect design of new systems.
- Select, size, schedule, and layout HVAC equipment, which includes chillers, boilers, air handling equipment, exhaust equipment, terminal equipment, etc.
- Update construction documents and develop final as-built.

Design

- Work in conjunction with the Project EE to develop system design concepts, scope design, and scope documents (drawings and specs).
- Finalize HVAC system design after contract award.
- Prepare construction documents (drawings and specs).
- Layout and size ductwork and piping systems.
- Review show drawings.
- Learn basic design skills for other related building systems as required.

Technical

- Provide technical assistance to operations during the project implementation phase.
- Provide technical assistance to the performance assurance, engineering, and energy accounting groups.

Estimates and Calculations

- Perform building load calculations.
- Perform energy and operational savings calculations.
- Perform preliminary cost estimates.

BEHAVIORAL COMPETENCIES



Core Competencies

- **Integrity** – Act with integrity; truthfulness, fairness and honesty.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – Conduct oneself as a steward-of PSI, supporting its growth & ability to help those in need.
- **Accountability** – Take responsibility for one’s actions and decisions.

Position-specific Competencies

- **Commitment** – Honest, trustworthy, high integrity; makes and keeps commitments. Interested in continuous personal development.
- **Communication** – Communicates with others is based on knowledge of repetitive job routines and procedures gained from sufficient on the job experience.
- **Consistency** – Consistent, error free work based on defined regulations and standards that are key measures of job performance success.
- **Attention to Detail** – Produces high quality, detailed work based on established standards, guidelines and procedures. Precise, consistent, error free work output, requiring patience.
- **Focus** – Works within established systems, standards, and procedures that are technically and analytically focused.
- **Decision Making** – Makes decisions based on a clear defined job scope, based on policies and procedures, and is supported by management.
- **Leadership** – Leads in a way that is consistent, accurate, high quality, supportive, and non-threatening. Delegates to others when appropriate, using training, coaching, and on the job experience.

WORKING CONDITIONS

- Office functions will primarily be performed at PSI’s main business office.
- Onsite engineering surveys, meetings, and presentations will normally be held at our prospects’ offices located throughout the state.
- Long hours may be required prior to proposal submissions.

MINIMUM QUALIFICATIONS

Education/Experience

- BSME or BSEE from an accredited college or university is preferred.
- Professional Engineer registration in states where projects are conducted is preferred.
- Minimum of 5 years of experience designing traditional plan and specification projects in the HVAC industry.

Physical Demands

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. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.