



Job Description: Project Development Engineer

Revision Date: 2018.01
Reporting Structure: Direct to Engineering Manager

Department: Engineering
Direct Reports: No

ABOUT COMPANY

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 Project Development Engineer is critical in their collaboration with Business Development Managers to identify potential projects, cultivate client relationships; and accurately qualify energy conservation & calculations, operational cost savings of all aspects of projects to estimate final cost.

DUTIES, TASKS AND RESPONSIBILITIES

Analysis & Projections

- Perform energy audit; analyze & evaluate findings.
- Propose efficiency solutions.
- Develop project cost estimates & assist in obtaining pricing from contractors & vendors
- Perform preliminary and detailed facility studies/energy audits to identify energy conservation opportunities, facility needs and potential facility improvements.
- Analyze utility rate structures and consumption/demand histories.
- Evaluate the condition and operation of existing building systems.
- Perform energy savings and operational savings calculations.
- Develop bidding documents required for final project costing. Assist operations in obtaining contractor and vendor pricing.
- Develop preliminary and final project cost estimates.
- Propose efficiency saving solutions with accurate cost estimates
- Design energy conservation measures and building systems upgrades.

Documentation & Bid Submission

- Document solutions & prepare documents for bid proposals.
- Provide technical assistance by overseeing the work of other in-house engineers and/or outside resources; to operations during the project implementation phase
- Provide written documentation to the BDM and management concerning recommended energy conservation measures, building upgrades, energy savings potentials and costs estimates.



Technical Assistance & Quality Assurance

- Provide technical assistance to operations during the project implementation phase. Maintain thorough, up-to-date knowledge about local, state and federal standards and regulations pertaining to providing services to youth and their families.
- Provide technical assistance to the performance assurance engineering and energy accounting groups, including supporting the ENERGY Star® certification process. Proactively take advantage of professional growth opportunities.
- May include overseeing the work of other in-house engineers and/or outside resources.

Identify & Obtain New Projects

- Collaborate and partner with the Business Development Manager (BDM) in the identification and qualification of potential projects.
- Work with the BDM to cultivate relationships with the customer to identify needs and propose effective and integrated solutions
- Collaborate with the BDM and team members in the development of preliminary and final proposals, meetings and presentations.

BEHAVIORAL COMPETENCIES

Core Competencies

- **Integrity** – We act with integrity; truthful, fair and honest.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** - Work hard to exceed customer expectations
- **Compassion** – We are stewards of PSI supporting its growth & ability to help those in need.
- **Accountability** – We take responsibility for our actions and decisions.

Position-specific Competencies

- **Specialized Expertise** - Understands the big picture goals clearly; developing detailed, accurate plans & estimates to achieve the agreed upon result.
- **Communication** - Applies high-level of technical expertise; yet can discuss and present to non-technical people or clients so they understand and are comfortable.
- **Analysis** - Listens effectively to analyze, hear details and be thorough in uncovering customer needs to deliver them the best value.
- **Collaboration** - Collaborates effectively with others as part of a team to obtain and move customer projects forward.
- **Self-Directive** - Determines and manages own activities day-to-day with little direction needed.

WORKING CONDITIONS

- Office functions will primarily be performed at PSI's office.
- Onsite engineering surveys, meetings and presentations will normally be held at our prospects' offices.
- Work hours vary based on workload, but should average 50 hours per week.
- Long hours are normally required prior to proposal submissions.
- Board presentations are normally held at night from 7:00 pm – 9:00 pm.



MINIMUM QUALIFICATIONS

Education/Experience

- Minimum of 5 years of experience designing traditional plan and specification projects in the HVAC industry.
- Minimum of 5 years of experience performing energy engineering functions in support of performance contracting projects is preferred.
- BSME or BSMET from an accredited college or university is preferred.
- Professional Engineer registration in states where projects are conducted is preferred.

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.