



R esponsible E nvironmental & S ustainable C ommunity U rbanization E fforts

Job Description Commissioning Agent

Responsibilities:

- Lead and manage commissioning projects
- Perform design reviews of HVAC, controls and electrical plans and specifications
- Consult on energy efficiency and sustainable designs
- Lead commissioning meetings and presentations
- Perform submittals reviews and prepare commissioning test forms and equipment checklists
- Perform field inspections, equipment startups, test and balance activities, and functional performance tests
- Prepare commissioning reports and maintain commissioning issues lists
- Responsible for the technical quality, accuracy and managerial aspects of multiple projects
- Responsible for personal and subordinate time management for those projects
- Planning for project activities and keeping accurate records of project activities
- Technical report writing and editing
- Client management and communication
- Communication with other staff including Principals, Engineers and Administration Staff
- Project invoicing and other project responsibilities

Education and Qualifications:

- BS or MS in Mechanical Engineering Preferred
- California Professional Engineering P.E. (Mechanical) preferred
- LEED AP preferred

Experience:

- Minimum 4 years of project management experience in design and/or construction, commissioning of new construction projects and re-commissioning of existing buildings, with at least 2 of those years in team leadership or management role.
- New construction commissioning experience required, including LEED commissioning.
- Strong HVAC and/or controls background.
- Proven track record of delivering on large and small-scale projects.
- Experience overseeing all aspects of the project, including planning, resource allocation, and budget.
- Strong communication skills, including analytical, technical writing, team building, collaboration and problem solving.
- Proven leadership ability.