

Commissioning Authority

Full-Time

Scope

Performs the full range of Commissioning (CxA) responsibilities on all types, complex building projects. Works in team environment. Tasks include preparing CxA plans and specifications, master equipment lists, web-based project management and documentation, CxA design reviews, lead commissioning meetings, and perform site observations, develop pre-functional checklists and functional tests, direct and perform functional testing with contractors/owners, issue management, write CxA and related reports, and post occupancy follow-up activities.

Principal Responsibilities:

- Manage or support multiple commissioning projects including client interface, team coordination, and, schedule and budget management.
- Perform CxA reviews of construction (MEP) documents and equipment submittals.
- Perform technical analysis of building operation (controls, sequences, etc.).
- Proactively communicate with a wide range of client stakeholders.
- Work effectively as a team member.
- Develop commissioning plans, reports, pre-functional, and functional test procedures.
- Perform jobsite field observations, write detailed field reports, and lead CxA meetings.
- Assist with functional testing of systems.
- Ability to travel 30% of the time estimated average. Travel will depend on project needs and may vary widely.
- Contribute to improving CxA processes and creating best practices.
- Assist in expanding QAE CxA services through targeted marketing efforts.
- Mentor and develop younger staff in a team-based atmosphere.
- Other duties as assigned by supervisor.

Required Skills/Abilities:

- Microsoft Office Suite - Word, Excel, Outlook and PDF editors (Bluebeam, Adobe), plus additional online project management software tools.
- Strong oral and written skills and a proven ability to interact professionally with a wide a range of clients (Owners and their Facilities Staff, A/E, Contractors).
- Solid understanding of HVAC and Control system designs and operations required.

- Working knowledge of building automation and lighting control systems **required**.
- Working knowledge of CxA Industry Standards (ASHRAE, ACG, BCxA) and code requirements.
- Demonstrated ability to read and understand construction documents (mechanical, controls, plumbing, and electrical drawings, specifications, etc.).
- Proficient understanding of electrical and fire/life safety systems.
- Good understanding of building envelope commissioning / testing is preferred
- Experience with LEED and Guiding Principles is preferred.
- Knowledge of construction industry safety practices and procedures.
- Troubleshooting of field devices and control hardware and software is a plus.
- Experience with Construction Information Management Systems (CIMS)

Education and Experience:

- Undergraduate degree in mechanical or electrical engineering. Other degrees will be considered. Alternatively 3+ years of professional work experience, preferably as a Commissioning Authority or in the MEP consulting environment. Alternate work experience such as relevant construction, controls or balancing contractor will be considered.
- Knowledge of applicable codes and standards (ASHRAE, IECC, IMC, NEC, etc.).
- Recognized Building Commissioning Certification preferred (or ability to earn certification).

Physical Requirements:

- Ability to climb ladders and safely maneuver around construction sites.
- Regularly required to sit, walk, stand, talk, see, hear, and lift objects up to 25 pounds. Occasionally required to drive, kneel, stoop, crouch, crawl, reach with hands or arms, and grasp or pull.
- Will have limited exposure to outside weather conditions and loud noises.