

**Title: Mechanical Engineer / Project Manager**  
**Job Status: Full Time**  
**Experience: 3-5 years experience required**  
**Wage: Salary \$75K+ (DOE)**

Company Description: We are a local Mechanical, Plumbing, and Fire Protection consulting engineering firm located in Tustin, California specializing in the design of Educational, Healthcare, and Commercial facilities. We are a small company with over 20 years in business.

Job Description: The Project Manager applies professional principles, practices, and techniques to lead project and control project schedules, cost, and performance risks to ensure satisfied clients. This role has day-to-day responsibility for all assigned projects and manages client satisfaction, definition, planning, monitoring, and others aspects of a project. The Project Manager will interact with designers/drafters as well as assign various project tasks to those team members. The Principal will oversee the Project Manager and assist with design and/or managerial questions.

**Qualifications:**

- Proficient with Autodesk Design Suite (Revit, AutoCAD required. NavisWorks is a plus).
- Proficient in Microsoft Word, Excel, and Outlook.
- Highly detail oriented.
- Strong communication skills.
- Have a Bachelor of Science in Mechanical Engineering from an accredited University.
- Experience with Bluebeam PDF software is a plus.
- Valid CA driver's license.
- US citizen or authorized for employment in USA.

**Essential Duties and Responsibilities:**

- Drawing setup
- Background updates
- Drafting
- Designing
- Engineering
- Coordination with other disciplines
- Attending the kick off meetings with the architect and all associated consultants
- Company representation at meetings and DSA or OSHPD plan check
- Site visits and investigations
- Construction job site visit for construction observation reports
- Project specification writing and narratives
- Teaching of company policies and design methods to new employees
- Project management
- Project record keeping and job folder organization
- Management of multiple concurrent project deadlines
- **Mechanical Dept.:** Load calculations, Title 24 calculations, static pressure calculations, head loss calculations, equipment selection and sizing. LEED, SBD, and CHPS requirements.
- **Mechanical Dept:** Creation of equipment schedules for communication of mechanical equipment manufacturers, models, electrical data, and weights for coordination with architect, structural engineer, electrical engineer, and plumbing.

- **Mechanical Dept.:** Providing all pertinent information in the project database which includes all contact numbers of the client, consultants, contractors, school district, IOR, construction manager, plan checker from local building department.
- **Mechanical Dept.:** Coordinate with other consultants to identify locations and anchorages of all equipment all other utility requirements to prevent project issues during the construction document phase. Provide information on the project to the principal on how is progressing and whether it has met the required completion timeline (Such as 100% Design Development Phase) to determine if the project is at an acceptable level.
- Plotting
- Review of contractor product submittals
- Review of shop drawings
- Coordinate with architects to provide addendums based on project updates after plan check, DSA or OSHPD approval
- Provision of assistance to architect during plan check or back check appointments at local building department, DSA or OSHPD.
- Review/pick-up of plan check, DSA or OSHPD corrections or comments and implantation in construction documents.
- Site final punch walks and generating of narrative of construction observations.
- Selection of details pertaining to equipment types and structure for attachment, and special circumstances for clarity.
- Communication of project concerns/issues to architect or other disciplines for resolution during design.
- Answer/responding to request for information (RFI) from field prior/during constriction.
- Ability to multi-task and oversee multiple projects in different phases of design and construction.
- Tracking of individual project hours by amount of time spent on each project throughout workday.
- Answering phones when administrative personnel are absent.
- Communication and follow-up of in-house technical IT issues with IT technicians for issue resolution.
- Communication with the accounting department when billing milestones are reached.

We are looking forward to adding an excited and motivated individual to our team.