



## Job Description

### POSITION SPECIFICS

<b>Job Title:</b>	<b>Engineering Manager</b>
<b>Department:</b>	<b>Professional Engineering</b>
<b>Reports To:</b>	<b>Executive Vice President - Construction</b>

### ROLE

#### Summary

The Engineering Manager is a leadership position with many responsibilities, requiring a diverse skill set. The position oversees protocols, strategy and procedures related to the Auburn Mechanical's Engineering and Design practice.

**Essential Duties and Responsibilities** include but are not limited to the following.

- Supervise and mentor engineering department
- Develop and implement engineering department policies and procedures
- Develop and execute departmental goals (staffing, training, resources and budget)
- Ensure project archiving and retrieval systems are established, and maintained for engineering documents, calculations, and drawings
- Schedule and coordinate engineering manpower, resources, and workload.
- Establish and maintain project engineering deadlines, manage workflow/schedules
- Engineering support for Sales, Estimating, and Project Managers
- Create and review department personnel roles and responsibilities.
- Conduct semi-annual performance reviews and solve internal department issues
- Provide conceptual mark-ups and support for engineering staff to produce design documents
- Review design documents and calculations (QA/QC)
- Review and stamp design drawings for HVAC and plumbing
- Coordinate with Project Managers to ensure project deliverables are on time and meet expectations
- Coordinate department training
- Attend project interviews
- Develop and implement training priorities for engineering staff and basic engineering related skills training for non-engineering staff
- Provide leadership and vision to the firm in the area of professional engineering
- Review timeslips, PTO requests, mileage reimbursement
- Develop, implement, and enforce Auburn Mechanical Engineering Standards, drafting/CAD standards and standard specifications
- Ensure that project specific "lessons learned" are conducted at the conclusion of each project.
- Work with Auburn Mechanical operations, production, VDC manager, and leadership to insure we maintain company standards for fabrication and procurement plus continuity of engineering/detailing/MEP/BIM/estimating platforms.
- Work with sales department and lead engineering group to assign new projects
- Coordinate with operations staff to standardize equipment and ensure quality control
- Work with production team to solve constructability issues
- Research new means and methods for design and coordination

- Coordinate and participate in company lunch and learns (Bluebeam, Excel, HAP, VRF selection)
- Assist business development efforts to secure and develop client relationships
- Work with team members to produce new company standards (file structure, Bluebeam, email, turnover)
- Communicate department needs and direction with ownership
- Coordinate with VCM department to develop and implement standard policies and procedures.
- Ensure in-house CAD users are supervised and trained, supply CAD software technical support
- Conduct project related model reviews
- Attend design meetings as required
- Develop positive relationships with customers, subcontractors, vendors, and fellow employees

#### Supervisory Responsibilities

This job has supervisory responsibilities.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- "Big picture" thinking to address top-level concerns and find the best path forward from all the available data.
- Excellent leadership skills; ability to inspire and motivate employees to perform at their best.
- Great written and verbal communication skills.
- Interpersonal skills with both executives and employees.
- A thorough understanding of financial and budgeting processes and principles.
- Strong personal and professional judgment.
- Ability to respond quickly to a shifting reality and adjust initiatives and priorities accordingly.
- Organizational skills and the flexibility to jump from priority to priority.
- Significant prior management or supervisory experience.

#### Education/Experience

Bachelor's degree or higher, ideally in mechanical engineering or a related field, and at least ten years of related experience or equivalent combination of education and experience.

#### Computer Skills

Proficient with the following programs:

Microsoft Office (Outlook, Excel, Word, PowerPoint), Bluebeam, AutoCAD, Revit, Carrier HAP, Diamond System Builder, Navisworks.

#### Certificates and Licenses

- Washington State Professional Engineer (PE)
- LEED AP
- Diamond System Builder Certified
- Revit Certified

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

## WORKING CONDITIONS

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is in a standard office environment with desktop business equipment and frequent telephone calls. Noise level is moderate.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, regularly walk and climb stairs. The employee must constantly reach with hands and fingers and use hands to type and finger. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required.

Travel to customer sites. Rare overnight travel is possible.

The employee is occasionally required to lift up to 20 lbs.



2623 West Valley Hwy N  
 Auburn, WA 98001  
 (253) 838-9780

## APPLICATION FOR EMPLOYMENT

**NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION**

INFORMATION			
LAST NAME:	FIRST NAME:	MIDDLE IN:	
PRESENT ADDRESS:	CITY:	STATE	ZIP:
HOME PHONE:	CELL:	E-MAIL:	
POSITION APPLIED FOR?			
WAGE/SALARY DESIRED?		DATE AVAILABLE FOR WORK?	
AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)			
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)			
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:			
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever previously applied to or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
How did you learn about this position opening?			
Were you known by any other name at any job or school listed on this application? What name(s)?			
At which school(s)/employer(s) were you known by this other name?			
EDUCATION			
	Name and Location of School	Years Completed	Did you graduate? Degrees Received
High School			
College			
Trade, Business, or Graduate school			
SKILLS			
<input type="checkbox"/> Typing ____ wpm <input type="checkbox"/> Receptionist # incoming lines _____ <input type="checkbox"/> Supervision (yrs of experience) _____ Proficient at: <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ Indicate other skills related to the position you are seeking: _____ _____ _____			
PROFESSIONAL REFERENCES			
Please list three persons, other than relatives, who we may contact about your professional work experience.			
Name	Years Known	Relationship	Telephone Number

**EQUAL OPPORTUNITY EMPLOYER**

**EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)**

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer?  Yes  No

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application (Auburn Mechanical) to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Auburn Mechanical) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Auburn Mechanical from any liability for future references it may provide regarding my work history with Auburn Mechanical.

Due to the large number of applications that Auburn Mechanical receives, I understand Auburn Mechanical cannot guarantee that my application will be considered for any or all open positions they or Auburn Mechanical may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Auburn Mechanical and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Place Cover Letter Here

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The background of the image shows a construction site in the foreground with a red safety net and various pipes and structures. In the background, there is a city skyline with several tall buildings under a cloudy sky.

**ACROBAT: Submit  
Combined Application**

**IN BROWSER: Save this PDF and  
email to [HR@auburnmechanical.com](mailto:HR@auburnmechanical.com)**