



Job Description

POSITION SPECIFICS

Job Title:	Engineering Manager
Department:	Professional Engineering
Reports To:	Executive Vice President - Construction

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.