



Position Title: Project Engineer I (PE I)
Department: Operations Manager
Reports to: PE Manager
Wage Range: \$60,000-75,000 Annually

FLSA Status: Exempt
Date: 2022
Location: Westminster, CO

How to Apply: Please submit your application online by following this link: <https://bit.ly/32T1re0>

Benefits include: Medical, dental, vision, 401K, Long Term Disability, Short Term Disability, AD&D, PTO, Employee Assistance Program, additional optional insurances

Job Summary

MTech Mechanical is a leading mechanical design/build contractor in Colorado, and the majority of our project procurement is negotiated in a design assist/build arrangement. MTech's culture is centered around our commitment to innovation, our support of our internal teams, our integrated project approach, and our long term client relationships. Established in 2002, MTech is a true design/build/maintain mechanical contracting firm, and we continuously advocate collaborative and sustainable solutions for our clients and their projects.

MTech Mechanical promotes personal and professional development, work/life balance, health and wellness, and community involvement.

This role will team with project manager and field managers by providing the engineering, operational and administrative support related to all phases of projects from start to finish. Project Engineer's career paths are more directed to Engineering, Project Management or Sales Engineering.

The PE I will be expected to go through a rotation program consisting of time spent in Engineering, Construction/Special Project in office operational support and Construction Projects on site operational support. This will give the PE I an opportunity to experience multiple facets of our company as well as develop a more technical base for individual growth throughout the company.

A successful candidate will be responsible for the following during the In Office/On Site Operational Support portion of this role:

- Assign job numbers, set up job in accounting system, set up job files, and organize all project documentation.
- Assist in transferring engineering costs to construction projects.
- Obtain necessary licenses and permits.
- Obtain required insurance certificates and bonds.
- Inform service department of estimated start-up dates, budget, submittals, drawings and job set-up sheet for scheduling.
- Preparation and entry of original and revised contracts and estimates.
- Customize phases for field managers as required.
- Process all contract and subcontract documents from initiation through signing.

- Code and prepare subcontract invoices for project manager's approval, review for correct contract amounts, change orders, and previous paid amounts.
- Request submittals from vendors and subcontractors. Number, log and prepare for general contractor's approval. Distribution of approved submittals to field managers, subcontractors, service, suppliers and others as required. Follow-up on all submittals and re-submittals.
- Distribute and log current plans to field managers and subcontractors.
- Work with project manager and field managers to order and expedite all equipment and material. Coordinate with purchasing for equipment and material buyout. Track and log equipment as required.
- Keep project manager and field managers up to date with weekly job cost reports. Research and correct all misapplied time and invoices.
- Number, log and submit all RFI's and change documents to or from the general contractor. Log and distribute responses to appropriate parties for cost impact. Notify general contractor of cost impact via change order request. Follow-up for formal change orders.
- Check formal contract change orders against request. Process and return to general contractor. Update job contract and estimate in accounting system.
- Write approved subcontract change orders and update the estimate, if applicable, in accounting system.
- Prepare monthly billings, lien releases and required paperwork for the billing process. Enter invoices in accounting system in the correct fiscal period. Track payments and make collection calls within 45 days of issuance of invoice.
- Prepare monthly projection reports to review with project manager. Make corrections to contract and estimate amounts within required due date.
- Request and follow-up on O&M manuals from vendors and subcontractors. Prepare the warranty statement. Assemble close out package and submit to general contractor and service by the required due dates.
- Close jobs and set up warranty jobs with expiration dates and estimated costs.
- Answer calls for project manager and handle issues when possible.
- All clerical duties, correspondence, typing, filing, faxing, deliveries, mailing, copying and attending and scheduling meetings.
- Regular and predictable attendance is expected in order to meet the requirements of this position.
- Other duties as assigned.

A successful candidate will be responsible for the following during the Engineering portion of this role:

- Prepare construction documents for mechanical in-house design/build projects; including Conceptual Design; SD; DD and CD Phases of a project, in collaboration with MTech's PreConstruction and CAD Operations teams.
- Assist the PreConstruction team with project pursuits, in the form of conceptual designs, one-lines, preliminary system selections and energy analysis, code reviews, and support and attendance at project interviews.
- Perform final check of all work issued to ensure high quality, seal and sign documents as required.
- Take a lead role in the coordination with other trades on the project team; architects, general contractors, and other design disciplines; and ability to work collaboratively and present solutions

- Evaluate design parameters and system solutions for projects that respond to both the technical and budget requirements of the project.
- Prepare heating, ventilating and cooling load calculations; mechanical system sizing and equipment selections and develop a working knowledge of national codes and reference standards.
- Perform plumbing calculations and layouts for common systems including domestic water, waste/vent, roof drainage, and gas piping distribution.
- Involvement in all facets of a project, from conceptual design, design engineering, LEED analysis and documentation, construction observation, troubleshooting, commissioning support, to project close-out.
- Establish and manage budgets with Project Managers and PreConstruction teams in house.
- Conduct building surveys to ascertain the installed condition as required for the design and construction of new work in existing buildings.
- Works with other departments to provide technical expertise in a support role.
- Acts as a technical leader for other engineers within the department.
- Attend meetings and participate in activities of local professional organizations such as ASHRAE and ASPE
- Other duties as assigned

Qualified candidates will possess the following education and experience:

- B.S. in Mechanical Engineering, Mechanical Engineering Technology, Architectural Engineering, Construction Management.
- Working knowledge of personal computers, Microsoft Windows and Word, Excel and Outlook.
- Experience in equipment/systems applications. Working knowledge of architectural, electrical, and structural drawings preferred.
- HVAC design and/or system knowledge a plus.

Americans with Disability Specifications

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 required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

This position takes place in a general office environment. Work is generally sedentary in nature, but may require standing and walking for up to 20% of the time. The work environment is generally favorable. Lighting and temperature are reasonable. Work is generally performed within an office environment, with standard office equipment available.

This Job Description is not a complete statement of all duties and responsibilities comprising this position and may change with or without notice.

MTech Mechanical is an EEO Employer, including disability/vets