

# Job Description for Refrigeration EIT (Engineer in Training)

## Summary

Professional Refrigeration Engineer-in-training position within the A/E industry that performs technical design activities required to design and develop components for multiple types of projects.

## Duties and Responsibilities

- Perform Refrigeration design with direct supervision in collaboration with the Project team, Program Manager, Senior Team Members, and/or Professional of Record.
- Prepare design calculations and apply Refrigeration fundamentals with direct supervision.
- Collaborate with Staff on the preparation and verification of design calculations.
- Interpret and apply applicable codes for design including collaboration with AHJs.
- Participate and oversee the organization and preparation of necessary project/program related materials such as reports, including stamping/signing/packaging of documents as needed.
- Create buildable, clear construction documents under the guidance of the Project Architect/Engineer.
- May assist in the preparation of estimate/opinion of probable cost.
- Assist with response to and coordination of RFIs, bid questions, submittal reviews, as needed.
- Perform quality control and discipline coordination of documents prepared by project Staff.
- Create redlines, comments, and mark-ups.
- Apply applicable codes/fundamentals for design.
- Assist in data collection or field verification including code calls, scope trips, or other items as needed.
- Communicate through multiple media with team members, program manager(s), other disciplines and outside vendors and Clients to obtain necessary information for documents.
- Make decisions with guidance on procedures used during design process and communicate these decisions with other members of the project team.
- Organize and prepare necessary project/program related materials such as reports, travel packets, including stamping/ packaging of documents as needed.
- Participate in process improvement activities/tasks to improve program team's efficiency.
- Produce project documents based on general guidelines set by Client and Senior Staff.
- Edit specifications within project requirements.

## Skills and Abilities

- Strong written, verbal, and interpersonal communication skills.
- Ability to effectively manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.
- Resourceful team player who excels at building trusting relationships with Clients and co-workers.

- Motivated self-starter who takes initiative with minimal supervision.
- Dependable, hard-working and committed to achieving excellence.
- Ability to maintain a professional working environment.
- Team oriented, but self-sufficient.
- Attention to detail.
- Handle confidential matters properly.
- Utilize and follow guidelines necessary to complete your responsibilities.
- Goal-driven leader who maintains a productive climate and confidently motivates, guides, and coaches Staff to meet high performance standards.
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.
- Leader whose honesty and integrity provide for effective leadership and optimal business relationships.
- Empowers and inspires team members.
- Visionary for future success of team.

## Qualifications

### Minimum

- Bachelors degree in Mechanical or Refrigeration Engineering.
- Must be an EIT.
- 1 year work experience in an Engineering firm performing refrigeration design.
- 1 year applicable work experience and demonstrated skill with Revit.

### Preferred

- Experience conducting site visits, and field verifications.
- Specialized experience in the field of Refrigeration.
- Specialized certification in Refrigeration related systems. [ADA, LEED, etc.]
- Specialized experience or applicable design experience in medical facilities, educational facilities, retail/commercial design, etc.

## Working Conditions/Physical Requirements

- Work environment for this position is in an office.
- Work days of 9 to 12 hours in length, or more, will occur.
- This position may require occasional travel to project sites.
- Must be able to use standard office equipment.
- Must be able to sit for long periods of time.