COMMISSIONING AGENT

Company Description:
M&E Engineers is a full service Mechanical and Electrical Consulting Engineering firm. M&E has become a recognized leader for progressive & sustainable design and energy management solutions. Throughout its 30-year history, a core company focus for M&E has been energy efficiency, including audits, modeling, commissioning and sustainability consulting. M&E has a diverse client base which includes Fortune 100 companies and state, county, and local municipalities and agencies. Our core values of Teamwork, Respect and Integrity help create enduring relationships that deliver exceptional results.

Job Description:
M&E Engineers is currently seeking a Commissioning Agent to join our sustainability consulting team. The ideal candidate will be proficient in document handling and processing and will possess a basic knowledge of the Commissioning Process and intermediate knowledge of and experience with building related mechanical systems.

Essential duties and responsibilities include:
- Commissioning Document management
- Review of design criteria, specifications, drawings, equipment submittals, and other documentation related to systems being commissioned
- Write and administer Commissioning Plans
- Track progress of commissioning projects
- Assist with development and implementation of prefunctional and functional tests for various building MEP systems, such as: HVAC air and water distribution systems, air handling units, pumps, chillers, boilers, fire alarm and control systems, normal and standby electrical distribution systems, UPS, standby generators, and emergency lighting.
- Assist with development and maintenance of commissioning logs, equipment checklists test reports and other tools to track commissioning projects.
- Perform scheduled walkthroughs of construction sites.
- Assist with field troubleshooting of commissioned equipment.
- Schedule and direct periodic commissioning meetings.
- Assemble systems manual documentation.
- Interface with clients, contractors, equipment vendors and owners agents.
- Assist with LEED project tasks and document management.

Minimum Qualifications:
- Minimum 2 years experience or the equivalent combination of education and experience. Experience in HVAC Sales may also be applicable.
- Bachelors Degree in Architectural Engineering, Mechanical Engineering, Construction Management, Engineering Management or a related discipline is preferred.
- LEED AP certification and LEED commissioning experience is a plus.
- Highly Proficient in Word and Excel
- Excellent general communication skills.

Benefits:
- Medical insurance
- 401(k)
- Paid leave and holidays

**Compensation:**
Salary dependent upon experience

**Application:**
Submit your resume to ddepalma@meengineers.com