



## **Damuth Trane Position Opening**

**Job Title:** BAS Project Engineer – Level 2  
**Department:** Building Automation Systems  
**Reports To:** Contracting Solutions Team Leader  
**Posting Date:** 7/14/10  
**FLSA Status:** Exempt (not eligible for overtime compensation)

### **PRIMARY ROLE**

To provide *exceptional* customer service to internal and external customers through hardware design activities for building automation systems. Apply engineering principles and practices for work on assigned projects. Design cost effective control solutions to meet project requirements. Work directly on the project team to assist the Project Manager with project commissioning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for design activities utilizing direct digital controls, for commercial HVAC building automation systems.
- Responsible for reviewing contract documents including construction plans, specifications, and contracts to determine project requirements.
- Responsible for assisting with job surveys if required.
- Responsible for creating installation shop drawings, submittal packages, and as-built drawings utilizing AutoCad or Trane proprietary engineering drawing tool.
- Responsible for the sequence of operations which meet the project requirements.
- Responsible for selecting proper control devices.
- Creates Bill of Materials for the ordering of required Trane material and outside purchase material.
- May negotiate special pricing and quantity discounts for Trane material and outside purchases.
- Coordinates delivery of material to ensure timely arrival of material to meet project installation schedules.
- Validates the engineered bill of material costs.
- Provides assistance to Project Administrator in generating Operation & Maintenance Manuals.
- May assist in the preparation of cost estimates for projects.
- Reviews equipment submittals for incorporation into design.
- Works with New Systems Sales in selecting factory mounted controls and on other controls issues.
- Provides assistance to BAS Technicians as required with field installation issues, electrical terminations, commissioning, and support for graphic development, test and startup.
- Provides assistance and coordinates with installing subcontractors.
- Maintains customer satisfaction by investigating concerns, implementing corrective action, and communication with staff, as needed, providing customer feedback.
- Coordinates and communicates with Mechanical Contractors and other external project participants to obtain equipment submittal data, respond to questions and clarify issues.
- Some travel with occasional overnight stays. (5 %)
- Flexibility to work outside normal work hours/weekends, as required.

### **CUSTOMER SERVICE**

- Provide responsive customer service. Answer customer calls and correspondence quickly and pleasantly. Communicate with customers in a friendly, professional, and patient manner.
- Perform all duties with the goal of building and maintaining long-term customer relationships.
- Immediately address any customer's concern. Request the involvement of other Company personnel as required. Notify Contracting Solutions Team Leader of any major concerns and the action taken to resolve it.

## **TEAMWORK**

- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company.
- Continually look for ways to improve our processes and ability to serve our customers effectively.
- Improve personal performance on a continual basis. Suggest training programs or other opportunities for improvement to Contracting Solutions Team Leader as they apply.

## **SAFETY**

- Use safe work practices.  
Notify Contracting Solutions Team Leader or Safety Coordinator of any unsafe conditions.
- Proper PPE equipment must be used at all times within industrial facilities and in construction zones.

## **Other Responsibilities**

- Must have neat personal appearance
- Must be courteous and diplomatic
- Business is to be conducted with the highest level of personal integrity
- Maintain a positive demeanor – keep a smile on your face and “in your voice”
- Continue education for professional and personal growth

## **SUPERVISORY RESPONSIBILITIES**

- This job has no 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in Engineering or Engineering Technology (Mechanical or Electrical preferred), and two (2) to three (3) years experience, preferably in HVAC systems related field;
- Or, Associate's degree in Engineering or Engineering Technology (Mechanical or Electrical preferred), or equivalent from two-year college or technical school, and a certificate in HVAC or three (3) to four (4) years HVAC related experience.
- Working knowledge of Microsoft Office products (Windows, Word, Excel)
- Experience with CAD or Engineering Drawing tools and techniques.
- Exposure to Commercial HVAC systems installation and operation.
- Some computer programming experience is preferred.
- Familiarity with the concepts of commercial building construction, renovation and /or retrofit work is helpful.

## **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret plans, specifications, contract documents, control drawings, service bulletins, technical procedure manuals, equipment specifications, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from top management, customers, and service personnel.

## **Mathematical Skills**

- Ability to work with mathematical concepts, psychometrics, fundamentals of geometry and algebra.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **Reasoning Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **CERTIFICATES, LICENCES, REGISTRATIONS**

- Valid driver's license and excellent driving record.

#### **PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is regularly required to talk and hear, walk, sit, and use hands to operate computer keyboard and telephone.
- The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel or crouch.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

- This position works in a typical office environment with occasional visits to job sites which includes outdoor work and work in mechanical/equipment rooms.
- During the job site visits, the employee is frequently exposed to risk of electrical shock and occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and outside weather conditions.
- The noise level in the work environment is usually moderate.

#### **Other Requirements**

- Ability to pass drug screening.
- Ability to pass formal background check.
- Able to prove U.S. Employment eligibility.
- Ability to communicate with others both written and orally.

#### **Consideration:**

Please email ([smirkle@trane.com](mailto:smirkle@trane.com)), fax (757-558-9899), or mail resume or application and salary requirements to Human Resources.

EOE/AA, Drug Free Workplace