



## Job description: Critical Environments Project Designer and Administrator

**Job Location:** ESC Office – Barrie, ON, with travel, Greater Percentage GTA & limited North American travel may be required.

### **Purpose:**

The Critical Environments Project Designer and Administrator is responsible to develop the design of custom Air Handling Equipment. This includes participating in the conceptual design process, detailing the design utilizing 3D design software and administering the bill of materials and coordinating with manufacturing for production of units.

### **Key Responsibilities and Accountabilities:**

#### **DESIGN & MANUFACTURING**

- ✓ Participate and provide input into the conceptual design of custom Air Handling Units.
- ✓ Develop detail designs, material take offs. Bill of Materials and specifications utilizing SolidWorks.
- ✓ Coordinates building the units with the manufacturing team to ensure materials and labour are procured to meet client schedules.
- ✓ Develop and integrate controls for the Air Handlers including documenting user requirements, generating sequence of operations, incorporating appropriate sensor and control components into the design.
- ✓ Develop, program and test control programs for the Air Handlers.
- ✓ Perform on-site start-up and commissioning of Air Handling Equipment and integrating ESC supplied systems with existing facilities.
- ✓ Prepare scope of work and coordinate with sub-trades required to manufacture, test and commission Air Handling Units.

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- ✓ Attends office and on-site meetings as required and keeps team informed of changes;

### Financial Accountability

- ✓ Optimize designs to reduce costs for components, construction costs and client life cycle costs.
- ✓ Continuously pursues cost effective alternatives to improve financial performance in all areas;

### Management and Leadership

- ✓ Provides direction and coaching to manufacturing team members on the construction and installation of equipment.
- ✓ Sets high standards, establishes accountabilities and measures performance consistent with ESC Values;
- ✓ Assists the Project Manager(s) and site superintendent(s) to ensure all ESC Team and trades partners abide by Ministry of Ontario Labour regulations (or local regulations as applicable) and ESC's Health & Safety Policies;

### Problem Solving

- ✓ Applies knowledge and problem solving skills to issues related to team.
- ✓ Develop innovative solutions to solve client challenges related to Critical Environments.

### Decision Making and Authority

- ✓ Makes business decisions / exercises judgment within generally defined policies and in alignment with tactical business objectives. Alters approach or recommends broader procedural changes to improve effectiveness of the group. "People" decisions are generally tactical in nature, and made within strict parameters.



- ✓ Other duties within the scope, spirit and purpose of the job, as requested by management

## Desired Skills and Experience

**Education:** Post Secondary Education or College Diploma in the areas of Mechanical or Electrical Engineering

**Experience:** A minimum of five years of relevant work experience in the design/manufacture or construction of HVAC equipment.

## Skills, Knowledge and Abilities:

- ✓ Microsoft Office (Word, Excel PowerPoint, Outlook & Project)
- ✓ SolidWorks or relevant 3D design software
- ✓ Communication skills (listening, verbal and written)
- ✓ Planning skills
- ✓ Adaptability & flexibility
- ✓ Problem solving
- ✓ Work well under stress
- ✓ Conflict resolution skills
- ✓ Time management
- ✓ Attention to detail
- ✓ Team player
- ✓ Organizational skills

## Benefits to Joining the ESC Team:

- ✓ A collaborative, innovative atmosphere where your ideas can be realized quickly and you can make a measurable contribution to company success
- ✓ The challenge of joining a fast-growing company with competitive wages and

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opportunities for advancement.

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