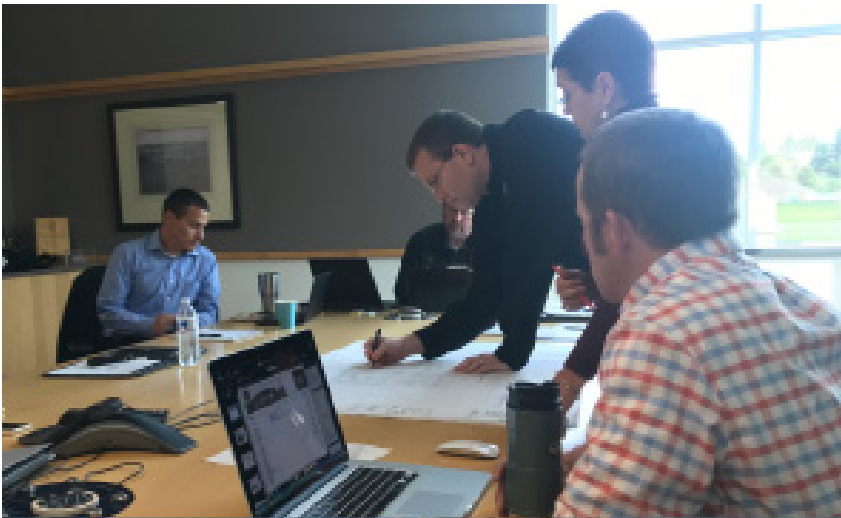


# POSITION DESCRIPTION

## Commissioning Engineer

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## POSITION SPECIFICATION

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|-------------------------------|---|
| <b>Position</b>               | Commissioning Engineer  |
| <b>Organization</b>           | KFI Engineers (KFI)   |
| <b>Location</b>               | St. Paul, MN  |
| <b>Reporting Relationship</b> | Performance Group Manager   |
| <b>Website</b>                | <a href="http://www.kfiengineers.com/">http://www.kfiengineers.com/</a> |

## COMPANY BACKGROUND

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KFI is a recognized industry leader in process and facility infrastructure design and performance. We serve clients in the United States, Canada and Central America and have capabilities not commonly found in traditional engineering firms, including our commissioning work and our ability to drive projects of all sizes.

KFI was established in 1996 to make a difference in the way infrastructure and processing projects are delivered. We employ a highly trained staff of engineers, technicians and managers who execute projects with the same care and creativity we would expect if we were the client. We are located in Minnesota, Wisconsin, Iowa, North Dakota, and Arizona with a team of 100 professionals.

## POSITION OVERVIEW

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The Commissioning Engineer plays a key role in the successful execution of commissioning, re/retro-commissioning, and energy audit projects in our various locations. Reporting to the Performance Group Manager, this individual will provide technical expertise, oversight, and technical management to ensure that the performance of buildings, systems and equipment conform to design specifications. This person will also be engaged in marketing activities to support business development efforts.

In an ideal world, the person filling this opening will have several years of experience doing this type of work, a professional Mechanical Engineering certification and established industry contacts and relationships. However, KFI is prepared to hire the right individual, who may be less experienced and lacking these preferred engineering credentials – provided they have the other necessary qualifications. In other words, KFI is prepared to invest in the development of the right candidate.

The successful candidate will have a pragmatic and applied approach, enjoy working in the field, and directly with customers and contractors. KFI is ideally looking for someone with either NEBB Building Systems Commissioning Certification, or something that is equivalent from other organizations such as ASHRAE. However, we are prepared to consider the right candidate who is not yet certified but committed to securing immediately their certification credentials.

The person filling this position will have a strong attention to detail. The successful candidate will possess strong communication and influencing skills. This person will also be self-directed, but thrive in an environment where consultation and collaboration leads to superior outcomes.

## TYPICAL RESPONSIBILITIES

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Specific responsibilities will include, but not be limited to, the following:

- Conducts building performance evaluations and audits, including commissioning, re-commissioning, and retro-commissioning activities.
- Primarily executes Heating, Ventilation and Air Conditioning (HVAC) functional tests, including point verification and sequence tests. Will be expected to assist other KFI personnel in the creation of, or witnessing of, other systems tests such as electrical, lighting, life safety, fire protection, or plumbing systems.
- Actively participates in construction meetings. Directs commissioning meetings, recording action items and distributing these to all key stakeholders.
- Performs construction inspections to ensure MEP installations conform to project documents.
- Works with Performance Group staff to develop reports.
- Assist in project management, including developing a project plan, requesting and securing resources, and keeping the project on track for on time delivery. Also ensures that all project work is properly documented and reported.
- Will be required to perform staff management, including managing multiple Performance Group personnel working on their project(s).
- Assists in performance of Test & Balance measurements.
- Assists other department staff in calculating building energy use and savings.
- Actively contributes to all aspects of the business development process (i.e., proposals, tradeshows/conferences and customer meetings).
- Ensures that new business development opportunities are properly defined, scoped and priced.

## LEADERSHIP CHARACTERISTICS

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### Understanding the Business

- Knows the business and the mission-critical technical and functional skills needed to do the job; understands the “KFI way” – our Mission, Vision and processes. Learns new methods and technologies easily.

### Getting Organized

- Is well organized and resourceful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.

### Focusing on Action and Outcomes

- Attacks everything with drive and energy with an eye on the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything they start.

### Focusing on the Customer

- Identifies and anticipates customer requirements, expectations, and needs. Creates systems and processes that make it easy for customers to do business with the company. Ensures that customer issues are resolved.

**Communicating Effectively**

- Writes and presents effectively; adjusts to fit the audience and the message; strongly gets a message across.

**Influencing Others**

- Ensures that proposals or arguments are supported by strong logic and a compelling business case, addressing all relevant factors. Identifies the agendas, concerns, and motivations of others.

**Builds Relationships**

- Treats people with respect; relates well to people regardless of their organization level, personality, or background. Encourages others to express their views, even those contrary to current thinking.

**WORK TRAVEL**

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Much of our work is located in the greater Twin Cities area. However, we have a number of clients located throughout the Midwest and other areas of the United States. We typically do not have to travel on weekends, can be coordinated (i.e. not dictated), and share this workload among our staff. All staff are expected to be able to travel, and up to approximately 25% of the work may require overnight travel.

**EDUCATION**

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Bachelors' degree in Mechanical Engineering is ideal. However, KFI is open to hiring the right candidate who may not have a formal Engineering degree, but has done work that has required interaction with contractors on a frequent basis (i.e. someone who has worked in one of the construction trades), or has experience operating and troubleshooting building automation systems.

**COMPENSATION**

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Recognizing the importance of this position to KFI, a competitive Salary and benefits package will be offered.

**KFI ENGINEERS CONTACT**

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