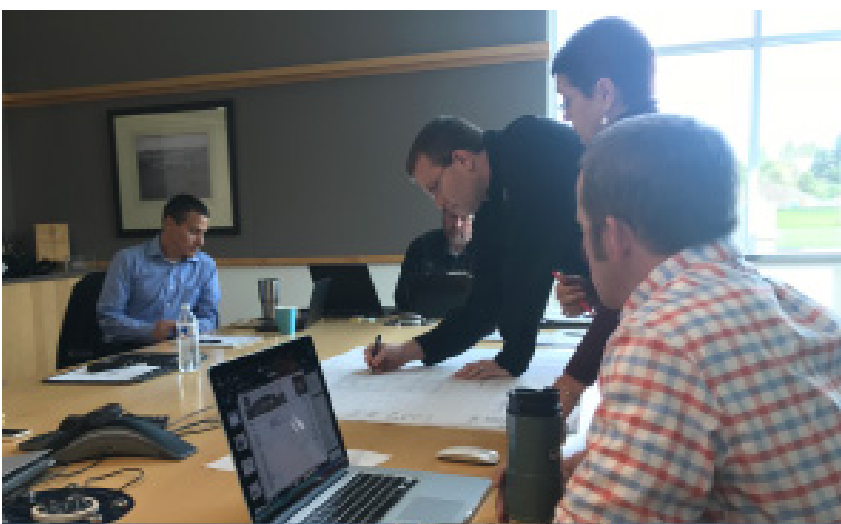


# POSITION DESCRIPTION

Commissioning Office Leader  
Phoenix, AZ

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2020



3/19/2020



## POSITION SPECIFICATION

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<b>Position</b>	Commissioning Office Leader
<b>Organization</b>	KFI Engineers (KFI)
<b>Location</b>	Phoenix, AZ
<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, Ohio and Arizona with a team of 100 professionals.

## POSITION OVERVIEW

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The Commissioning Office Lead plays a key role in overall success of our Phoenix office. Reporting to the Performance Group Manager, this individual will lead marketing efforts, manage staff and provide technical expertise to grow the office. In an ideal world, the person filling this opening will have established industry contacts and relationships in the Phoenix area. The successful candidate will have experience marketing and executing commissioning projects. Knowledgeable on DDC control systems required, and familiarity with Test & Balance a plus. ASHRAE, NEBB and other industry organization affiliations desired.

The person filling this position must have an entrepreneur spirit and comfortable networking with customers to identify opportunities and successfully contract for project work. The successful candidate will possess strong communication and influencing skills, as well as ability to lead and manage staff. This person must also be self-directed, but thrive in an environment where consultation and collaboration lead to superior outcomes.

## TYPICAL RESPONSIBILITIES

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

- Assists in the development and execution of business plans that support Performance Group business across all offices.
- Leads business development and marketing activities, identifying, documenting and tracking business opportunities.
- Communicate and build internal and external relationships to ensure marketing strategy and input is aggressive, accurate, persuasive and timely.
- Leads and assists in the preparation of proposals and interviews.
- Assists in development of letter proposals, including compiling technical and non-technical data,

editing, printing, assembly and submittal of proposal.

- Ensures that new business development opportunities are properly defined, scoped and priced.
- Helps drive the development of projects, thereby ensuring a common understanding of project scope, feasibility, timing and funding requirements.
- Attends conferences and trade shows, networking and identifying new leads and prospects.
- Actively participates in relevant outside professional organizations.
- Serves as key customer contact for select clients, assisting Project Managers and strategically engaging with clients.
- Provide department financial reporting, including tracking of 30 60 90 reports and analyzing financial billings.
- Serve as Project Manager or sponsor for clients when other qualified staff are unavailable.
- Continuously expand and update professional knowledge and skills in order to enhance individual and team innovation and productivity.
- Actively engages in technical work, as needed, to support projects and staff.
- Manages office staff, including day to day activities and their long-term development.

## **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 Phoenix area. However, we have a number of current and potential clients located throughout the United States. Generally, travel can be coordinated, not directed. 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 or Electrical Engineering is ideal. However, KFI is open to hiring the right candidate who may not have a formal Engineering degree, but has experience with leading marketing activities and staff management.

**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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