



DATE: May 9, 2023

**IMMEDIATE OPENING:
Building Automation & Controls Engineer**

JOB STATUS: Exempt, full-time

LEVEL: The Controls Engineer is an entry-level engineering position, in which the engineer has opportunity for advancement (moving up in rank to positions such as- Project Engineer, Project Manager, Operations Engineer) according to experience, knowledge base and skill level.

REPORTS TO: Operations Engineer & Managing Principal

BASED: Home Office (However, this position requires travel to client sites and fixed equipment locations).

BENEFITS: Competitive salary, health coverage, PTO plan and paid holidays.

JOB PURPOSE:

The Controls Engineer is responsible for a variety of engineering duties to ensure that project Scope of Work is adhered too and that the project exceeds client expectations. They work alongside the Project and Operations Engineers to provide all pre-engineering, programming, implementation, startup and commissioning activities for each controls project. The Controls Engineer also works closely with the Project and Operations Engineers to ensure the project progresses smoothly: project schedule is maintained, project deliverables are provided, customer questions are addressed and that the project is completed on time and under budget. After project completion, the Controls Engineer also provides project feedback information in terms of processes and areas to improve on future projects. The Controls Engineer may also work with Controls Technicians, Project Engineers and Operation Engineers to provide on-site customer support, troubleshooting and/ or repair of energy management equipment and/or systems.

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DUTIES:

- Coordinates all activities with Operations Engineer. Continually updates Operations Engineer on project status.
- Provides pre-engineering, programming, implementation, startup and commissioning for all control systems and Automated Logic projects.
- As required, submits requisitions to sub-contract program generation to meet project schedule.



- Maintains an active log of all Automated Logic customer sites and software versions/ IP addresses, etc.
- Maintains engineering files; including control program back-ups.
- May issue warranty forms to clients and operations service.
- Works with Project or Operations Engineer to provide duties which ensure that installed controls project will meet or exceed client's project design intent.
- Provides project feedback to Project or Operations Engineer on any issues that may affect project schedule, goals or budget.
- As required, travels to customer locations to perform site walk-downs, installation or commissioning activities.
- As required, travels to customer locations to attend construction and project progress meetings.
- As required, travels to customer locations to provide technical support.
- Maintains regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures (expected of all employees).
- May receive service-related calls from customers and coordinate with Project or Operations Engineer work schedules and parts allocation.
- May assist with tracking and reporting (to the Project or Operations Engineer) labor hours: for active projects, as well as paid service calls.
- Performs other related duties, as assigned.
- Pursue personal development of skills and knowledge necessary for the effective performance of the role.

SKILLS: *(Recommended and Beneficial- Not all are required, some skills will be developed in role):*

- Strong understanding of building automation and energy management software and systems. This includes varying vendor controls, HVAC control strategies, HVAC equipment, lighting controls, etc.
- Ability to learn and retain product information, as it pertains to the position.
- Ability to work alone or within a team environment.
- Ability to follow engineering drawings and specifications for equipment installation.
- Ability to detect errors or flaws in equipment and/or systems based on experience and product knowledge. This may include examining building layout and anticipation of any challenges or difficulties.
- Experience performing customer service roles. This includes providing technical support to clients.
- Strong organizational, planning, multi-tasking, and problem-solving skills.
- Computer literacy required. This includes program competency with: Microsoft Office (Word, Excel, and Outlook). Ability to operate computerized accounting spreadsheets.



- Excellent interpersonal and communication skills. This includes verbal and written skills.
- Electrical, electronic, and mechanical skills preferred.

EDUCATION & QUALIFICATIONS:

- Preferred, Bachelor of Science degree in Mechanical, Control Systems, Electrical, Computer Engineering or associated engineering degree.
- Or, two-year degree in manufacturing technology, electrical engineering, HVAC, or equivalent certification (industry work experience beneficial).
- Industry work experience may be substituted, in lieu of degree. For those professionals having over five years field/ industry (technician or engineering) service or installation experience.

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INTERESTED APPLICANTS EMAIL RESUME OR QUESTIONS TO:
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