

Controls Application Engineer - Job Description

Reports To: Operations Manager – Richard Krogmann

SUMMARY:

Performs daily assigned tasks to obtain optimum safety (OSHA guidelines), quality, efficiency and profitability for construction jobs, projects, and assigned work orders. This position is responsible to perform and report on duties and task assigned by management on a weekly basis and provide input to ensure timely and profitable delivery of services.

OBJECTIVE: The Controls Application Engineer's primary objective is to install controls and deliver services which have been assigned by management to our customer base in the allotted time with the budgeted materials. This position is also responsible for directly monitoring the progress of their assigned tasks against the assigned schedule and reporting that progress to management. The Controls Application Engineer is responsible for completing associated paperwork for assigned task and delivering that paperwork to management by defined deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. The Controls Application Engineer will perform work as assigned by management based on the schedule and materials provided to them with priority on the primary duties as listed below:

- Maintains a constant safe working environment by ensuring all personnel are trained and follow safety and OSHA procedures
- Works diligently to meet or exceed the provided hours schedule and material budget provided for each assigned task while completing the assigned scope of work.
- Works diligently to complete work correctly the first time keeping call backs and/r warranty work to less than 5%.
- Use Engineered Plans and Specifications to provide equipment and system design
- Work in a Team environment to create complete "Design Build" solutions based on customer requirements
- Create complete project submittals and customer site "Operation and Maintenance" manuals as part of every complete project
- Program and install electronic control hardware and software to achieve customer scope of work
- Integrate systems and protocols from multiple manufacturers onto a single presentation platform for customer access
- Commission and test each installation based on provided commissioning reports
- Troubleshoot installed systems to improve or repair previously deployed solutions
- Interface with site Information Technology personnel to integrate control systems with the customers network and establish remote connections for support
- Interface directly with end-users to identify and resolve system issues
- Provide daily and weekly reports to management on construction job, project, and work order progress and status to keep ECAC write downs within 5% of estimate per job or project.
- Will be required to be "On-Call" for service emergencies as scheduled by management.
- Identifies opportunities within the customer base to identify service contract opportunities and directs those leads to sales/management for follow-up

- Complete and deliver all assigned work orders weekly to management with detailed information for billing or follow-up
- Complete and deliver a weekly time sheet before 3:30 pm on Friday as directed by management for processing by payroll
- Engage and apply technical training to perform assigned daily tasks

SUPERVISORY RESPONSIBILITIES

This position directly supervises the following positions:

- 1) Field Installation Staff
- 2) Sub-Contractor Labor

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

A candidate for this position must have experience in the electrical/electronics field with either an associate degree in electronics or computer science area or 2-3 years of experience in the Temperature Controls/PLC industry. The candidate must have a high school diploma or GED, working knowledge of mechanical systems, understanding of electrical/electronic theory, an ability to read and interpret blue prints and engineered specifications, strong Microsoft personal computer skills, and a working knowledge of Ethernet networks.

PHYSICAL DEMANDS The person performing in this position must be able to use standard shop tools, service computer programs, be able to prioritize multiple tasks and projects, be self-motivated with strong organizational and planning skills, and illustrate strong communication skills with both customers and team members. This job requires sitting, standing, lifting material up to 75lbs, and meeting with customer, management, and sub-contractors on a regular basis.

JOB PERFORMANCE STANDARDS – Measurement of Effectiveness on Performance Evaluations

- Maintains a constant safe working environment by ensuring all Div 500 site personnel are trained and follow safety and OSHA procedures resulting in 0 lost work days, less than 2 recordables or property loss claims, and less than 5 near misses for the department annually. Individual show proof of participation in safety program requirements and tool box talks.
- Meets or exceeds the provided hours schedule and material budget provided for each assigned task while completing the assigned scope of work.
- Completes work the first time keeping call backs and/or warranty work to less than 5%.
- Provide daily and weekly reports to management or construction job, projects, and work order progress and status to keep ECAC write downs within 5% of estimate per job or project.
- Identifies opportunities within the customer base to identify change order and/or service contract opportunities and directs those leads to sales/management for follow-up, eliminating scope creep and job cost over runs.
- Complete and deliver a weekly time sheet before 3:30 pm on Friday as directed by management for processing by payroll.

CONTACT: Resumes can be emailed to Rich Krogmann at rkrogmann@northwestmech.com