



## **Grumman/Butkus Associates**

G/BA Commissioning Services

36-42 Newark Street, Suite 402  
Hoboken, New Jersey 07030

Main 847-328-3555  
[www.grummanbutkus.com](http://www.grummanbutkus.com)

**Position:** Commissioning Engineer (Entry Level)

**Discipline:** Mechanical, Electrical

**Basic Functions:** Under direct supervision of Project Engineer or other assigned supervisor and in collaboration with project team is responsible for commissioning, retro-commissioning of or energy analysis on multiple projects.

**Qualifications:** Bachelor's degree in Mechanical or Electrical Engineering from an accredited university or equivalent experience.  
Engineer in training (EIT) or pursuing EIT preferred.  
Demonstrates basic level of knowledge of Codes/Standards, materials, details and construction techniques.  
Demonstrates basic knowledge of civil engineering, structural engineering, and architectural practice to the degree that our engineering efforts are integrated and coordinated with these other trades.

### **Minimum Responsibilities:**

**Technical:** Working as a team member solves complex problems in connection with engineering design and site installations (including special studies, analyses, testing and troubleshooting existing systems).  
Able to perform field survey work and is able to obtain (at a minimum) amp, volt, power readings, minimum OA measurements, IAQ parameters, control set points and rotational speed of equipment.  
Has experience with and understands operation of air distribution, central cooling plans, CHW/CW distributions, central boiler/cogeneration plants, steam generation, and hot water distribution.  
Prepares field observation reports and punch lists.  
Prepares pre-functional, functional and point-to-point checklists.  
Prepares systems manuals and has the ability to produce accurate, well written technical correspondence and reports.  
Participates in the development of G/BA's standard technical procedures and master documents upon request.

**Management:** Critical items or problems must be brought to the attention of the supervisor in a timely manner (technical, budget, manpower communications, politics, deadlines, etc.) Items involving potential errors/omissions or other legal exposure must be brought to the Project Manager and Principal-in-charge within 24 hours. Complete time card within 24 hours of the end of each pay period.

**Business Development:** Ability to assist with the organization of marketing data. Identifies potential opportunities and informs Project manager or Principal so that the opportunity can be explored.

**Professional:** Ability to communicate effectively with supervisors and peers to effectively present recommendations/proposed solutions.  
Conducts oneself in a professional manner (tactful, polite, etc.)  
Willing to work during a variety of work hours which will vary based on individual project requirements which may include nights, weekends and holidays.  
Accepts criticism in a positive way.  
Able to follow directions.  
Conscientiousness required in carrying out assignments.  
Operates as team player, volunteering to help co-workers and taking on other challenges, as appropriate.  
Ability to understand and complete tasks with relative independence.  
Ability to keep supervisors informed regarding project status, including changes/difficulties and schedule implications.  
Encourages, initiates, and participates in training and development activities.  
Demonstrates practical knowledge of office standards, policies and procedures and assists in development of office standards, policies, and procedures.  
Motivated to learn, asks question, seeks higher level of understanding of technical and management issues.  
Active in professional and/or technical organizations.  
Demonstrates leadership.

**Compensation and Benefits:**

Competitive Salary  
Structured Bonus Plan  
Medical, disability, dental insurance offered  
Retirement funding plan with company matching  
Paid time off (sick, vacation, holidays)