



**Job Title:** Mechanical HVAC Engineer I  
**Reporting To:** Lead Mechanical HVAC Engineer

**Introduction:**

- Anderson, Rowe & Buckley (AR&B) is a mechanical design/build contractor with in-house licensed Professional Engineers. Mechanical engineers work with estimating and project management divisions, and coordinate with Architects and other trades to produce drawings/plans in compliance with project scope of work, building codes and building standards. AR&B is hiring for a position as an entry level Mechanical Engineer with little to no experience to work in our Engineering and Design Department.

**Responsibilities:**

- Project set-up; gather bid documents: scope, estimates, drawings and mark-ups
- Assist in load calculations
- Process AutoCAD backgrounds and assist in plan development: zoning, ductwork/piping/equipment sizing and layout, equipment research/selection
- Review and approve formal subcontractor/vendor submittals for compliance with plans
- Quality control; careful review of drawings for accuracy, errors and omissions
- Review of updated architectural drawings; comparison of old vs. new plans for scope impact
- Document control and tracking of drawing updates
- Perform job site visits as needed
- Maintain and update as-builts

**Qualities:**

- Demonstrate the ability to undertake the above responsibilities
- Resilient to coping with conflicting demands, able to prioritize duties, multi-task and work under pressure
- Excellent written and verbal communication skills
- Demonstrate initiative and a proactive approach to daily tasks
- Excellent interpersonal skills and able to work independently as well as part of a team
- Self-motivated and able to take responsibility
- Able to build good relationships at all levels, internally and externally
- Punctual and reliable; understands relationship between work hours and workload/demands

**Technical Skills:**

- AutoCAD
- Bluebeam
- Microsoft Office (Excel, Outlook, Word)
- Understanding of construction terminology and nomenclature (not required but is a plus)
- Plan reading; architectural, mechanical, structural, etc (not required but is a plus)

**Experience:**

- Mechanical Engineering Degree
- 0-2 years of relevant experience
- EIT Certification (not required but is a plus)