



MECHANICAL DESIGN TECHNICIAN

OVERVIEW

The Mechanical Design Technician works with the Mechanical Engineering staff to provide designs, project layouts and contract documents in accordance with company design standards and client requirements. This person assists in the development of all of the drawings and sketches required to complete a project design in a particular discipline. Communicates design issues and problems with the Mechanical Engineer as needed.

RESPONSIBILITIES

The Mechanical Design Technician will take responsible charge for and perform responsibilities on assigned projects which shall include, but are not limited to, the following:

- 1) Performs selective system design layout and sizing for assigned projects.
- 2) Assists the Mechanical design team in the coordination with external and internal contacts such as owners, architects and CAD technicians.
- 3) Prepares electronically-generated drawings with accuracy, neatness and speed, maintaining high quality and uniform standards of lines and lettering.
- 4) Implements design requirements as related by the Mechanical Engineer. Informs the Mechanical Engineer of technical challenges and any design work beyond his or her capabilities.
- 5) Maintains detailed records of communications with clients, contractors, vendors and team members.
- 6) May review shop drawings and records changes, providing feedback to CAD technicians based on project specifications.
- 7) Coordinates the contract documents with the construction administrators and may perform on-site inspections during construction as required.
- 8) Supervises field data collections and/or field system verifications, including travel to the site.
- 9) Schedules work assignments to meet the needs of the work assigned.
- 10) Assists in the studies, load calculations and selection of equipment to fit the project design.
- 11) Takes responsibility for reviewing plans for defects in their design work
- 12) Maintains a continued focus on keeping up with industry trends and changes with continued self-education and training.
- 13) May attend project meetings with both clients and team members.
- 14) Other duties as assigned or as pertinent to work and projects in progress.

QUALIFICATIONS

The ideal candidate will possess the following requirements:

1. A 2-year technical degree in applicable discipline and three years' practical experience as a designer, or four years of practical experience.
2. Demonstrated ability to perform system or project designs with only general technical supervision from the Mechanical Engineering staff.
3. Proficiency in AutoCAD required.
4. Proficiency in Revit MEP preferred.