

COMPANY: ThermFlo, Inc.
POSITION TITLE: Mechanical Engineer
LABOR CATEGORY: Exempt
REPORTS TO: VP of Sales
APPROVED BY: VP of Sales
DATE: 05/11/2021

JOB SUMMARY

The Mechanical Engineer is responsible for supporting various sales teams at Thermflo to include HVAC, Energy Services, Rental and other business development activities. The primary markets are Commercial and Industrial (C&I) as well as mission critical facilities such as data centers, hospitals/healthcare, etc. They meet directly with clients, works with engineering colleagues, management, installers, repair technicians and others design new systems or find solutions for existing system problems and prepare estimates.

ESSENTIAL RESPONSIBILITIES

- Plans the design and installation of hvac, generators, power generation, refrigeration systems and renewable energy systems.
- Answers customers' technical and financial questions about our design, prices, availability, to process orders and resolve customer issues.
- Quotes prices, budget projects, and work on bid specifications.
- Emphasizes product features based on analyses of customers' needs and on technical knowledge of product capabilities and limitations.
- Maintains customer records, using automated systems.
- Assists in the preparation of proposals and submits orders for processing.
- Selects the correct products or assists customers in making product selections, based on customers' needs, product specifications, and applicable regulations.
- Responsible for attending engineering symposiums, industry related social events, and building our engineering network.
- Collaborates with outside sales force.

SECONDARY RESPONSIBILITIES

- Comprehends and adheres to all safety, quality, and Company guidelines specified in the Employee Handbook, the safety policy manuals, quality procedures or any official Company documents.
- Other duties as assigned.

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- **Education and/or Experience:** Bachelor's Degree in HVAC Mechanical Engineering with three (3) year or more relevant experience and/or training or an equivalent combination of education and experience. Must have a professional Engineer license or able to attain license within 3 years of being hired. Must become proficient and stay up to date on all equipment lines that Zonatherm represents, such as Vertiv, Generac, Starline, Aisin and others.
- **Technical Skills:** Ability to produce engineering drawings, comprehend construction documents and specifications, and be familiar with equipment submittals and shop drawings.
- **Mathematical Skills:** Ability to accurately measure site conditions, qualify equipment to site parameters, and ensure quotes are profitable. Ability to estimate accurately to create profitable projects.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Language Skills:** Excellent interpersonal communication skills: Ability to listen effectively to understand the needs of internal and external customers. Ability to talk with customers, coworkers, and vendors, and appropriately adjust technical content to meet different audience knowledge. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Professional telephone and email etiquette is required.
- **Computer Skills:** Proficient in AutoCAD and Microsoft Office Suite (Word, Excel, and Outlook).
- **Supervisory Responsibilities:** This position has no supervisory responsibilities.
- **Driving/Travel Responsibilities:** This position requires occasional travel of up to 25%. Efforts are primarily focused within the Chicagoland area/tristate region. Occasional national travel may be required to support prospects, clients, and related events such as trade shows, etc.

International travel is not anticipated but may be required based on client need. A valid driver's license, current automobile insurance, and valid passport is required.

- **Physical Demands:** This position requires the ability to: Regularly talk or hear. Frequently stand; walk; use hands to finger, handle, or touch objects, tools, or controls; reach above shoulders; and climb up ladders or balance. Occasionally sit; and stoop, kneel, or crouch. Occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** While performing the duties of this job, the employee will most often be working in a professional office environment. However, the employee will spend an almost equal amount of time working in the field, near moving mechanical parts and in outside weather conditions. The employee may also work in high, precarious places. The noise level in the field environment is occasionally loud.
- **Position Type and Expected Hours of Work:** This is a full-time position, and typical work hours and days are Monday through Friday, 8:00 A.M. to 5:00 P.M. with one (1) hour unpaid lunch. Occasional evening and weekend work may be required as job duties demand.
- **Other Qualifications:** Internally motivated to succeed. Assertive and goal-oriented communicator. Requires little to no supervision. Technically competent and able to conceptualize engineering designs, with an ability to communicate with higher levels of organizational management. Self-starter, eager to make improvements to existing processes with minimal prompting or oversight. Ability to maintain credentials to customer sites that require background screenings. Excellent time management and the ability to organize and manage multiple priorities. Familiarity with bills of materials and shop orders.

DESIRABLE QUALIFICATIONS

- **Education and/or Experience:** Three (3) years or more experience preferred. EIT and LEED certifications preferred. Knowledge of electrical industry preferred.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.