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Commissioning Project Manager
Phoenix, Arizona & Southern CA

PURPOSE: The Project Manager is responsible for the application of the commissioning process used by TMCx Solutions for projects that include:

- Commissioning of New Buildings
- Commissioning of Existing Buildings
- On-Going Monitor Based Commissioning

This process includes assisting all levels of TMCx personnel in implementing strong functional commissioning processes and procedures. This position works with a team. This position emphasizes, but is not limited to commissioning work on mechanical, electrical, plumbing and building automation systems.

DUTIES/RESPONSIBILITIES:

General:

- Support all levels of TMCx personnel in the execution of successful commissioning projects.
- Coordinate with the Owner, Architect, Consultants, Owner's Representative, Facility Directors, Authority Having Jurisdiction (AHJ), Construction Manager, General Contractor, and other subcontractors.
- Consistently strive to understand and assist in bringing each project within or under the budgeted hours.
- Provide consistent exercise of discretion and judgment.

Field:

- Provide consistent communication and coordination of project progress, status, and issues to internal and external clients through meetings and written correspondence.
- Perform commissioning process field tasks within the contractual scope of work including:
 - Observation of construction progress including the start-up of building and architectural systems that will be commissioned.
 - Participation in pre-functional testing and TAB verification.
 - Functional testing of automation systems, HVAC systems, electrical systems, lighting systems, emergency systems, fire protection systems, fire alarm systems, smoke control systems, and other systems within the contractual scope of work.
- Document construction and design issues and participate in the resolution of those issues.
- Participate in the customer training program.

- Coordinate with the Owner, Architect, Other Consultants, Owner's Representative, Construction Manager, General Contractor, and other subcontractors.

Office:

- Review of the construction documents to confirm the design is in compliance Basis of Design (MEP projects) and with the applicable codes & standards (for Life Safety).
- Provide accurate and timely documentation of task-time tracking, daily activity logging, progress reporting, project issues logging, and project reporting/correspondence.
- Provide accurate and timely projections of manpower needs and scheduling to the Principal for resource planning.
- Create project schedules, system descriptions, problem solving, and conducting commissioning meetings.
- Coordinate with Business Development to manage and develop client relationship. Including the development and execution of change orders.
- Develop and write all required sections of the Field Reports, Final Commissioning Reports, and other report deliverables.

MINIMUM QUALIFICATIONS:

- **Education:** Preferred BS degree in mechanical engineering or engineering technologies.
- **Experience:** Minimum of 5 years' experience in the design, review, or installation of MEP systems and associated controls within commercial and industrial buildings, with an emphasis on commissioning.
- **Knowledge of:** ASHRAE, ACG, Title 24 (CA), and LEED commissioning requirements and willingness to complete ACG certification.
- **Computer Skills:** Proficiency in the Microsoft Office Suite of programs.

SKILLS REQUIRED:

- **Professionalism:** Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions.
- **Judgment:** Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; makes timely decisions.
- **Oral Communication:** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Team Work:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; puts success of team above own interests.
- **Interpersonal:** Focus on solving conflict, not blaming; maintain confidentiality; listens to others; remains open to other's ideas and tries new things.
- **Adaptability:** Adapts to change in the work environment; manages competing demands; changes approach to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Quality:** Demonstrates accuracy and thoroughness; monitors own work to ensure quality.
- **Time management skills:** Demonstrated ability to meet aggressive deadlines.
- **Strategic:** Must be a strategic thinker with the ability to move and act at the operational and tactical level.
- **Organization:** Outstanding organizational capabilities and strong attention to detail.

SUPERVISORY RESPONSIBILITIES: Depending on project size, may supervise 1-2 Commissioning Technicians

POSITION TYPE: This is an exempt position, with an expectation of a minimum of 40 hours per week. This position reports directly to the office Principal. The salary will commensurate with experience.

WORK ENVIRONMENT/DYNAMICS: On site in new and existing construction. Candidate must be able to physically move about all phases of a building site without assistance. Travel will be required.