



## Commissioning Technician

Location: White Bear Lake, MN

Full-time

### Job Description

Hallberg Engineering is searching for an entry-level commissioning technician. In this developmental position the technician learns to apply theoretical knowledge to practical applications. The commissioning technician is responsible for providing commissioning services related to the project's mechanical systems in all phases of the construction process. They will keep the Commissioning Agent or Department Manager of the assigned projects informed as to ongoing construction issues.

### Responsibilities:

The duties listed below are minimum requirements for the position, but are not all encompassing. Each individual is expected to perform any duties required to deliver a quality product on schedule.

- Review drawings, specifications, and design engineer's design intent to become familiar with the overall design and ventilation requirements of the project
- Review commissioning tasks list with the commissioning agent prior to the start of on-site construction observations
- Coordinate and direct the system-inspection activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications, and consultations with all necessary parties. Frequently update timelines and schedules and technical expertise
- Attend construction meetings and become familiar with the key individuals on the design, construction, and owner team(s).
- Review submittals (shop drawings) for testability of ventilation equipment, temperature controls, and other water and air flow control devices
- Review the test and balancing plan/procedures, concurrent with the architect/engineering (A/E) reviews
- Request and review additional information required to perform commissioning tasks
- Observe HVAC installation and its compliance with the plans and specifications
- Review construction meeting minutes for revisions/substitutions relating to the system-inspection process. Assist in resolving any discrepancies
- Organize and maintain project files and documentation

- Before startup, gather and review the current control sequences and interlocks, and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures
- Validate through witness testing, spot checking and review of validated test and balance reports, that the HVAC systems have been tested, adjusted and balanced
- Direct, witness, and document the verification of the sequence of operation for all pieces of HVAC equipment agreed upon in the owner's contract
- Provide the project team with punch lists stating test results with mechanical deficiencies and recommended actions
- Coordinate retesting as necessary until satisfactory performance is achieved
- Review as-built/O & M Manuals with the assistance and approval of the commissioning agent
- Prepare the final commissioning report
- Attend in-house seminars and educational opportunities outside of the office
- Participate in technical and professional societies
- Other duties as necessary and assigned

### Limits of Authority:

May not make changes to the scope of work or deviate from any part of the contractual document, which have construction cost implications, without Department Manager's approval.

### Relationship to Others:

Works under the supervision of the Department Manager. Maintain cordial relations with the professional community. Maintain a satisfactory relationship with the client in a mature, thoughtful, pleasant, and professional manner.

### Qualifications:

- Technical or Associate Degree in HVAC, plumbing or electrical design from an accredited technical institute or college
- General understanding of all mechanical and electrical systems
- Must have the ability to utilize computer software, applications, and/or web portals to effectively manage projects
- Must be able to move about the work area and travel to work-sites as needed or required. \*\*Travel expectations for this position varies, though travel percentage typically ranges no more than 60% of a typical work week
- Must have a valid driver's license and clean driving record to travel to project sites
- Must be capable of managing multiple projects and project teams
- Must have developed the following skills: communications, decision making, job knowledge, good judgment, planning and organization, leadership and problem solving
- Must be able to frequently perform physical activity including but not limited to: standing for eight or more hours at a time, moving in rugged or unstable conditions, working in adverse weather, being able to handle or feel objects, tools or controls which may not be visible, reaching overhead. Occasionally may be required to climb or balance, stoop, kneel, crouch or crawl
- Must be able to operate a computer and other business office machines
- Must be able to communicate with a variety of individuals; must be able to follow verbal and written instructions/directions and respond to inquiries
- Ability to work hybrid per the telecommuting policy on days not on job sites

### Work Environment:

The office work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment while at job sites will vary based on the construction progress level of the project.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Remain in a stationary position, often sitting or standing for prolonged periods
- Move about to accomplish tasks or move from one worksite to another
- Communicate with others to exchange information
- Conduct repetitive motions that may include the wrists, hands, and/or fingers
- Use close vision to review design details
- Assess the accuracy, neatness and thoroughness of the work assigned



## Since 1979

### Who We Are

Hallberg and Associates was founded in 1979 in Forest Lake, MN as a mechanical engineering firm specializing in K-12 schools. Over the years the name has changed, our services have expanded and Hallberg Engineering is now a *certified Minority Business Enterprise (MBE)*, consulting engineering firm specializing in the design of mechanical, electrical, and technology systems, commissioning and energy services.

### What We Do

Our experienced staff members provide various services including pre-design studies, energy usage simulation, early schematic planning and budgeting, timely design development, thorough construction documents, and comprehensive construction administration along with post-occupancy evaluation. Our process includes thorough, efficient coordination with a building owner's staff and design team, project consultants and architectural and interior design firms.

## Why Work at Hallberg Engineering?

Hallberg Engineering offers a collaborative, productive and fun work environment while providing exceptional client services. We pride ourselves on low turnover and are proud of the team we have built. We provide services for a variety of markets including: retail, entertainment/hospitality, municipal, government, places of worship, healthcare, K-12 schools, higher education as well as industrial facilities.

## Company Size

Hallberg Engineering employs 45+ team members, including Engineers, Designers, Project Managers, Commissioning Agents and support staff.

## Location and Other Benefits

Our Twin Cities office is located in scenic White Bear Lake, MN just off Highway 61 and County Road E, just a short drive from St. Paul and Minneapolis. Our Duluth office is located on Miller Trunk Highway just a short drive from downtown Duluth.

We offer a competitive salary and a comprehensive benefit package that includes life, medical, dental, short-term and long-term disability insurance, 401(k) plan, flexible benefit account, a flexible work schedule, optional hybrid schedule and paid time off.

## How to Apply

If you feel that you possess the qualities that drive our services, please send your resume to:

### **HUMAN RESOURCES**

Hallberg Engineering, Inc.  
1750 Commerce Court  
White Bear Lake, MN 55110  
Or by email: [careers@hallbergengineering.com](mailto:careers@hallbergengineering.com)

### **Contact Information**

#### **TWIN CITIES OFFICE**

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