

## Overview of 360 Energy Engineers:

360 Energy Engineers is a full service building systems engineering and energy services company headquartered in Lawrence, Kansas with an office in Denver, Colorado. We provide services in the design and implementation of building energy savings projects, energy management, mechanical HVAC systems design, energy and water savings measurement and verification, energy modeling, and building energy consulting. Our solutions are focused on the building energy performance for the higher education, K-12 education, healthcare, county government, city government, commercial and industrial facility markets.

## Construction Field Engineer I:

Field Engineer I is an entry-level construction position whose primary role is to assist in field and construction administration duties for energy-retrofit construction projects. Our ideal candidate will have a Bachelor's degree or training in a construction-related field and has knowledge of commonly-used concepts, practices, and procedures within the construction field.

### Skills and abilities:

- Exposure to the design, construction and building commissioning process is preferred.
- Exposure to mechanical and electrical systems in commercial and institutional facilities is a plus.
- Ability to apply innovative approaches to solve problems.
- Be fully capable of working in teams to assist in meeting the project goals in a team-focused environment.
- Possess excellent organizational skills. Capable of maintaining project documentation and working on multiple activities/projects at one time.
- Possess excellent verbal and written communication skills as well as interpersonal skills required to develop and maintain client relationships. Respond to client concerns in a professional, effective and timely manner.

### Job Responsibilities:

- Assists in the preparation of bid documents.
- Managing project documentation, including drawings, specifications, RFIs, ASIs, etc.
- Assist Project Manager in negotiating and documenting subcontracts and change orders.
- Coordinating the submittal process, assisting with scheduling of subcontractors and ensuring quality installations.
- Perform regular on-site inspection to ensure design is adhered to.
- Participating on owner and subcontractor coordination meetings, including documenting meeting minutes.
- Assisting Project Manager in managing the project closeout process.