



**MOTZ ENGINEERING**

**Title: Commissioning Engineer**  
**Business Unit: Commissioning**  
**Reports To: Commissioning Director or Cx Project Manager**

## **1. Summary of Position**

The role of the commissioning engineer is to manage the execution of the commissioning plan established by the Cx Authority. This includes: coordination of Cx services with project team and project schedule, routine and frequent project site visits, communications with the project team including the owner, architect, design engineers, contractors etc., coordination of manufacturer factory inspection and test observations, test result reporting and report writing. The Commissioning Engineer will be viewed as a Commissioning subject matter expert.

## **2. Core Responsibilities**

The Commissioning Engineer will:

- Perform design reviews of development and final design documents both from a commissioning perspective and as an engineering peer. Research applicable codes. Organize project information, both electronic and paper.
- Assist in the preparation of commissioning plans (testing procedures and installation checklists) from contract documents prepared by the project Architect and Engineer.
- Attend training and become a certified commissioning provider (if not already).
- Data input for commissioning checklists.
- Make phone calls/visits to project team members (Owner, Architect, Engineer, etc.) to collect or follow up on project information.
- Make job site visits to assist field technicians with the execution of the commissioning plan.
- Participate in troubleshooting and conflict resolution.
- Assist the contractors in determining the cause(s) of non-compliant performance of individual pieces of equipment and cross-discipline systems.
- Follow up corrective work with a documentation of proper performance.
- Identify Cx activities that require scheduling and participate with the Cx team in scheduling these activities and associated construction activities required for the commissioning process.
- Prepare commissioning reports that document all commissioning activities, deficiencies noted and corrections made.

- Allocate personnel resources to ensure mechanical expertise is available for all program field and in-office responsibilities. Train, mentor, and assist in the development of less experienced staff.
- Advise the Commissioning Project Manager and Director of Commissioning on the performance, strengths, weaknesses, and training needs of personnel.
- Monitor and manage specifically assigned projects to ensure uniform quality delivery, optimal building operation and client satisfaction.
- Oversee complete commissioning and performance acceptance testing of infrastructure systems.
- Assignment of testing duties and oversight of commissioning technicians and Co-Ops assigned to you.
- Provide input and insight to the overall commissioning plan.
- Coordinate with project and client engineers to evaluate consequences of issues identified during testing.
- Compile reports for field activities and issue a daily/weekly update report to the Commissioning Project Manager as required.
- Assist in Cx business deals.

### **3. Supervisory Responsibilities**

- Commissioning Technicians
- Co-Ops, when required.

### **4. Qualifications, Future Educational Requirements**

- Engineering Degree or relative professional experience
- Commissioning Certification (In Pursuit)
- Attend relevant commissioning conferences for continuing education

### **5. Core Competencies**

- Able to work as a team and lead a group of people to a common goal.
- Strong organizational and interpersonal skills.
- Energetic and driven.
- Able to work both independently and as a member of a team.
- Not afraid to get hands dirty and do "real work."
- Able to work under pressure and establish priorities.