



MECHANICAL SYSTEMS SPECIALIST

Why work for EDiS?

We've set the bar for our industry in Delaware and are aggressively seeking growth in the Mid-Atlantic area. Our company and talented employees are held in high regard in our industry and community, and have a relentless commitment to customer loyalty. EDiS Company is extremely proud of its reputation in Delaware and the surrounding areas of Maryland, Pennsylvania, and New Jersey, as well as the construction industry in general. Our key strength is providing comprehensive construction project solutions from the pre-design phase of a project through construction and facility occupancy.

EDiS is currently seeking a **Mechanical Systems Specialist**. EDiS' Mechanical Systems Specialist is the in-house expert for mechanical, electrical and plumbing elements on EDiS projects. The Mechanical Systems Specialist works closely with internal and external project team members to provide input and guidance to affect the quality, profitability and optimal outcome of the project, as it relates to mechanical systems. Additional responsibilities include developing new business opportunities and building client relationships that generate repeat business opportunities.

Expectations of ALL EDiS Employees

1. Be a leader by taking responsibility, exhibiting a positive attitude and preserving the company culture.
2. Actively participate in the implementation and support of EDiS' Total Jobsite Safety and Zero Accidents Program.
3. Embrace EDiS' Service Vision and Nine Standards, and apply them to everything you do.
4. Seek to thoroughly understand corporate and industry practices, processes, standards, etc. and their impact on project activities.
5. Strive to continuously build knowledge and skills by pursuing training and development.
6. Serve as a steward of EDiS' financial health and growth.
7. Work ethically and with integrity.

Essential Duties and Responsibilities

1. Work with Operations Managers and Project Managers to establish a complete and comprehensive project team responsible for project's construction.
2. Participate in PlanCheck process, reviewing construction documents to gain knowledge of project, and mechanical systems, design and requirements. Identify issues and concerns, in writing, to the responsible parties and notify Project Manager.
3. Perform scope and schedule reviews to assist with planning procedures for construction on basis of starting and completion times.

4. Actively participate in project meetings, as necessary. (e.g. Pre-construction, Pre-Install, Contractor Coordination, Progress Meetings, etc.)
5. Assist project team members in ensuring quality workmanship by contractors that conforms to specifications and adheres to construction schedule.
6. Assist with the Commissioning Process as it pertains to specific project.
7. Provide client support, including operating training support.
8. Assist in the training of employees, ensuring employees are successfully implementing EDis' Processes on projects, as relevant to MEP coordination.
9. Oversee team members' activities in the field, providing regular feedback, developing their skills and encouraging growth.
10. Provide proper, accurate and current project inspection/observation reports for management.
11. Provides clear, concise and current project reports for FMs, PMs and OMs
12. Maintain required documentation and submit appropriate reports timely, clearly and accurately.
13. Maintain a working knowledge of new developments, techniques, and products in the industry, with a focus on mechanical systems and equipment.
14. Develop and maintain positive relationships with client, contractors and design team to facilitate construction activities and provide opportunities for future projects.
15. Visit assigned projects on a routine basis. Ability to travel and report to projects/office locations as required.

Qualifications/Competencies (Knowledge, Skills, Abilities)

- Proficient with Microsoft Office suite, including Word, Excel and Outlook
- Proficient with software to view, create, manipulate PDFs (e.g., Adobe Acrobat, BlueBeam)
- Proficient in reading and interpreting documents such as construction plans, safety rules and procedure manuals
- Ability to work independently and make significant, effective decisions
- Demonstrate sound judgment to make recommendations that affect profitability and quality of project
- Strong negotiation skills to resolve project conditions with contractors, design team and/or client
- Strong verbal communication skills with the ability to effectively present information one-on-one and speak in front of groups
- Strong written communication skills with the ability to write routine reports and business correspondence
- Ability to identify and resolve problems in a timely manner, developing solutions when possible
- Commitment to superior customer service, responding promptly to the clients' needs and meeting commitments

- Open to direction and feedback, listens and seeks clarification.
- Display original thinking and creativity and generate suggestions for improving quality of work
- Ability to deal professionally with frequent change, delays or unexpected events
- Extremely organized with effective time management skills
- Strong planning skills
- Ability to effectively solve problems and professionally handle conflict resolution
- Team-oriented with the ability to interact positively with and lead internal and external team members

Required Education and Experience

- Bachelor's Degree in Engineering, or related field, or equivalent combination of education, training, and experience
- Advanced knowledge in mechanical, electrical, and plumbing systems
- Extensive knowledge of HVAC, Plumbing, Electrical and National Fire Protection Codes
- OSHA 30-hour Certification
- Current CPR and First Aid certification

EDiS offers a competitive benefits and compensation package:

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| • Health & Dental Plan | • Short Term Disability |
| • Group Life Insurance | • Vacation |
| • Group Long Term Disability Insurance | • Personal Time |
| • Group Long Term Care Insurance | • Paid Holidays |
| | • 401K Plan |
| | • Education Assistance |

Equal Employment Opportunity Policy

It is the policy and practice at EDiS Company to make all employment decisions, including hiring, based on individual performance, qualifications, and abilities in order to give equal employment and advancement opportunities to all people. EDiS does not discriminate in employment opportunities or practices on the basis of a person's race, religion, color, sex, pregnancy, marital status, sexual orientation, age, national origin, disability, genetic information, or in any other basis that would be in violation of applicable federal, state or local law.

If you meet the above requirements, we look forward to reviewing your resume and qualifications. Please submit your resume to Beth Press, Director of People Development at bpress@ediscompany.com