



## Position Description

Department: Engineering  
Position Title: Project Engineer – Mechanical  
Reports to: Engineering Manager  
Prepared: Jan.24/2012  
Rev.02

### **Primary Responsibilities:**

- Responsible for planning and delivery of engineering documentation; understanding customer requirements, developing technical specifications, designs and production sign-offs
- Responsible for ensuring the key steps during project development are performed in full compliance with Surround Technologies Quality System.
- Responsible for ensuring the designs conform to all mechanical regulatory and code requirements (HVAC, plumbing)
- Work closely with other engineering disciplines (electrical, structural) to ensure effective integrated solutions
- Work closely with our customer's engineers to ensure our solutions fully meet the customer's needs
- Primary point of contact for project managers, shop floor staff, estimating department and suppliers related to mechanical engineering and design
- Developing and maintaining positive and sustainable relationships with our client's professional staff (engineers, architects, project managers)

### **Specific Duties:**

- Lead and coordinate all structural engineering activities to ensure the projects are executed in a cost effective and timely manner
- Provide direction to other mechanical designers and engineers
- Work with structural and electrical designers and engineers to ensure solutions can be efficiently and cost effectively integrated
- Work closely with Project Managers and act as primary technical co-ordination interface with clients
- Finalize the designs by affixing P. Eng. seal to all the drawings, documents, data sheets, calculations etc.
- Assist in project budget development and product cost estimating



- Generate design timelines for each project; schedule documents and drawings deliverables
- Provide accurate and timely reports to Project Managers and third parties
- Assist in project manpower planning
- Develop Bills of Materials, product flow charts, Quality Control Plans, etc.
- Assist in ongoing improvements to SOP's (Standard Operating Procedures)
- Assist in the upkeep of Surround Technologies Quality System
- Ensure project files and binders are kept up to date
- Conduct engineering meetings and reviews
- Control product release and change management; ECR (Engineering Change Request) and ECN (Engineering Change Notice)
- Plan, specify and conduct product and component testing as required
- Ensure customer intellectual property is protected on projects when Non-Disclosure Agreements are in place
- Maintain and control timesheets and documents on R&D projects for SR&ED Tax Credits
- Perform duties as delegated by Engineering Manager

#### **Qualifications:**

- Bachelor Degree in Mechanical Engineering
- Registered P.Eng. with APEGBC
- Currently in a role of stamping of P.Eng. seal on mechanical drawings, calculations, documents, data sheets, etc.
- Min 8 years' experience in industrial project environments
- Excellent knowledge of mechanical regulatory requirements and Codes in regards to HVAC and plumbing
- Strong leadership and communication skills. Must be an effective motivator and able to work closely with all company personnel
- Very good understanding of manufacturing, production and purchasing processes and procedures
- Above average mechanical aptitude
- Excellent skills in Solid Works and AutoCAD proficiency would be an asset
- Highly organized and efficient
- Experienced in MS Office software; MS Word, MS Excel, Outlook and MS Project