



Position Description

Commissioning Specialist

Classification: Exempt

Reports to: President

Summary: The Commissioning Specialist executes the day-to-day commissioning (Cx) activities for new and existing facilities. Conforming to our methodologies and standards, this position is responsible for meeting all commissioning deliverables for a project. This position works collaboratively with internal project managers, coordinators and admin staff in order to meet project team expectations. He/She will maintain a strong discipline of planning, organizing, and managing activities to ensure projects are delivered within the scheduled timelines. This position must have an understanding of, and be comfortable in utilizing database management systems.

Responsibilities:

- Prepare Commissioning Plans and commissioning specifications
- Perform technical design reviews, quality assurance reviews, and value engineering
- Facilitate kick-off meetings and commissioning progress meetings
- Perform submittal reviews, closeout, and record document reviews
- Incorporate Cx activities into schedules, perform site observations and prepare field reports
- Provide professional and technical expertise for pre-functional checklist completion, start-up, calibration, and/or certification of commissioned equipment and systems.
- Develop functional performance test procedures and coordinate review and approval
- Perform functional testing, trend analysis, logging of issues, and facilitate issues resolution.
- Perform post occupancy evaluations, formulate lessons learned, prepare Re-Cx manuals
- Prepare commissioning records and systems manuals
- Conduct existing building facility assessments, make recommendations, and prepare reports
- Sets up job files, working folders, and record keeping systems
- Maintain databases and spreadsheets for analysis and reporting
- Develop and maintains effective working relationships with external team members

Education: Bachelor's Degree, P.E. Preferred

Experience: Minimum 5 years' direct experience in building commissioning.

Skills/Qualifications:

- Commissioning certification and membership in commissioning organizations preferred
- Working knowledge of LEED pre-requisite and enhanced Cx requirements
- Working knowledge of applicable codes and standards
- Proficiency of business tools i.e.: Database applications, MS Project, Excel, PowerPoint, Word, Visio, CAD, BIM, Energy Management
- Ability to manage multiple projects and multiple priorities
- Excellent written and verbal communication skills
- Ability to make decisions, work independently or with a team
- Creative and innovative thinker

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