

Commissioning Agent

Reports to Team Leader

Job Purpose

The position requires proficiency in the following: documenting the commissioning plan, documenting the test and measurement procedures of the project, witness testing that verifies the system was installed and is operating in accordance with the design documents, and possess a solid understanding of building systems and sequences necessary for testing. The Commissioning Agent should possess operational knowledge of MEP systems in commercial buildings with experience managing the process while maintaining a high level of care to the client, co-workers, and colleagues.

Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Prepare, write, and distribute the Commissioning Plan
- Review the design documents and become familiar with the design intent and operational sequences of the MEP systems
- Prepare the Prefunctional Test (PFT) checklists for the project
- Visit the site and review the installation. Document the installation of equipment on the PFT sheets and note any discrepancies
- Prepare a Commissioning Issue Log and update at appropriate times
- Prepare the Functional Performance Test (FPT) procedure for the systems to verify that they are operating in accordance with the design documents
- Witness the FPT tests and document the outcomes
- Identify, record, track and resolve project issues and deficiencies discovered
- Work with the various members of the project team including the Owner, Design Professionals, and Contractors
- Develop Commissioning Reports for the projects

Qualifications

The following qualifications are requirements of the position:

- Essential Qualifications:
 - Ability to work well and communicate effectively with all entities associated with a project to include Owners, Contractors, Architects, and Engineers
 - Possess and demonstrate excellent interpersonal communication skills with co-workers.
- High School Diploma or equivalent. Mechanical Engineering degree a plus
- Solid experience in DDC Building Automation System network programming, point to point testing. Sequence of operation testing, and troubleshooting are a plus
- Experience in installation, start-up and test and balance of HVAC system.
- Experience in other MEP systems is desirable such as electrical, low voltage, and plumbing systems
- NEBB, AABC, BCA or other certifications are a plus
- Knowledge and use of testing equipment associated with MEP installations, including instruments to measure temperature, humidity, pressure, voltage, amperage, and velocity, etc.

- Ability to produce reports and documentation in MS Word, MS Excel, Bluebeam, and commissioning databases

Working Conditions

This is a full-time position and periodically requires light travel to areas outside the immediate San Antonio area. Additionally, night and/or weekend work may be necessary to complete projects and meet deadlines.

Physical Requirements

The ability to carry light loads up to 20 pounds and carry/climb ladders is a requirement of the position.

Direct Reports

None

Last Update: March 2023