

Control System Design Intern Part Time Position

The Control System Design Intern is responsible for completing tasks as assigned by his/her supervisor and the project manager responsible for associated projects. These tasks include but are not limited to: using visio and other software tools to create installation drawings for Building Automation Systems (BAS) controlling and monitoring commercial building HVAC equipment. This person should also maintain open communications, deliver top quality workmanship with attention to detail, and complete tasks in a timely manner. The Control System Design Intern will receive support from the General Manager, Project Managers, Control System Designers, and other office personnel.

The following is a list of primary duties and job expectations.

Duties:

- Create Building Automation System installation control drawings.
- Assemble product submittal packages.
- Update existing control drawings after project completion.
- Create Operations & Maintenance Manuals.
- Complete other tasks as assigned in a timely manner.

Expectations:

- Help to build and maintain relationships with customers, contractors, and suppliers.
- Practice and maintain ECSI core values: trust, honesty, integrity, and commitment.
- Maintain ECSI's high level of quality installation and customer satisfaction.
- Look for, and suggest process improvements, both for efficiency and customer satisfaction.
- Deal with conflicts in a calm professional manner.
- Communicate openly with fellow employees.
- Ask for assistance when appropriate.
- Maintain professional appearance.
- Continue training and professional development.
- Respect company and customer property.

Basic Qualifications:

- Knowledge of HVAC systems.
- AutoCAD and Visio design tool experience recommended.
- Able to use a word processor and spreadsheet tool.
- Must clearly communicate in verbal and written form.
- Ability to read and understand mechanical drawings.
- Ability to work on a team and communicate effectively with others.
- High School diploma.
- Currently enrolled in a two or four year engineering/technical program.