



## Applications Engineer

### SUMMARY

The Applications Engineer is responsible for providing technical support for sales team members and clients in both the acquisition and fulfillment stages of equipment projects. This position requires strong customer service skills, learned technical knowledge of commercial HVAC systems, and problem-solving skills to ensure accurate equipment delivery in a given time frame with limited resources. This position reports to the Sales Manager.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** include the following. Other functions may be assigned.

- Provides technical support to sales engineers, consulting engineers, contractors or technical buyers for system and product selection, design and pricing during the design and fulfillment stages.
- Responsible for the take-off, optimization/validation of the equipment to include selection of size, configuration, voltage, options, etc. of the HVAC equipment by reviewing the plans and specifications.
- Prepares proposals and pricing breakdowns while evaluating equipment savings.
- Develops preliminary and/or final submittals as required for timely production release and delivery of equipment.
- Performs periodic job site visits as needed.
- Maintains an accurate, organized and up to date library and database of technical information allowing easy accessibility to information for a timely resolution to customer questions, inquiries and requests.
- Responsible for holding job meetings such as; cost reviews, submittals and pre-release meetings.
- Coordinates service and technical support during start-up and throughout the warranty period.
- Meets deadlines for proposals, submittals, equipment release and other assigned tasks.
- Simultaneously handles a large and diverse number of projects and issues with tact, cooperation and persistence.
- Flexibility to work outside normal work hours, as required.

### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

**QUALIFICATIONS** include the following.

- Bachelor's degree in Electrical/Mechanical Engineering, Construction, or other related technical areas.
- Two (2) to three (3) years of experience in the HVAC industry in applications or inside sales is preferred.
- Strong mechanical and technical aptitude to develop an in-depth knowledge of our product offerings.
- Excellent verbal and written communication skills are required.
- Working knowledge of Microsoft Office, Web-enabled applications and intermediate level experience with Excel.
- Ability to thrive in a fast paced environment.
- Work independently with minimal direction.



## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

## **DECLARATION**

Human Resources retains the sole right and discretion to make changes to this job description.

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