JOB DESCRIPTION

JOB TITLE: Associate 1

CLASSIFICATION: Class 1

REPORTS TO: Operations Manager, Associate Manager, or Team Leader

SUPERVISES: N/A

Summary:
Provides professional-level fire protection engineering services such as life safety code consulting, sprinkler design, fire alarm design, performance-based fire engineering design, under the direction of a P.E. or an experienced consultant.

Essential Functions and Duties:
• Meet client needs and expectations by completing assigned tasks in the time and budget allotted and tracking and documenting time spent on assigned tasks and duties.
• Develops, modifies and/or reviews drawings of systems or components, according to established standards.
• Develops plans, specifications, and inspection reports as needed on assigned tasks to see that these items are complete, accurate and in accordance with good professional service practice standards.
• Assist technically in the resolution of design problems that may include performing field investigations or inspections, detailed design work, and detailed checking of design computations done by others, or general coordination of specific design aspects into a project.
• Identify applicable codes and standards to reference in evaluating how to respond to inquiries.
• Conduct and document assigned work such as basic building code analyses, egress analyses, fire detection and alarm systems reviews, smoke control systems reviews, and basic sprinkler and water supply systems reviews, including hydraulic calculations.
• Perform basic calculations as assigned such as size required means of egress, maximum allowable building area, sprinkler system water supplies and smoke control equipment.
• Compose technical letters and reports to address specific technical concepts as may be needed by assigned tasks.
• Submit progress reports to Project Managers and Project Leaders.
• Effectively communicate with project team members, clients and others.

Other Functions:
• CADD document preparation/production if assigned.
• Professional career development in specific areas of the company’s practice.
• Other duties as assigned.

Required Experience and Skills
• Demonstrated knowledge of engineering principles or construction technology and practices.
• Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
• Possess intermediate-level written and oral communication skills to write reports, business correspondence, presentations and procedure manuals, and to respond to questions from managers, clients and the general public.
• Apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
• Apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
• Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
• Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
• Responsible self-starter with problem solving and reasoning skills.
• Possess intermediate-level personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.
• Handle multiple tasks simultaneously.

Educational Requirements
• Bachelor’s degree (B.S.) from four-year college or university; or
• Two years of related experience and/or technical training; or
• Equivalent combination of education and experience.
• EIT preferred
Working Conditions

- Normal work hours 40 a week Monday through Friday. Hours may change due to the client's needs. Some weekends are possible. Extended hours may be needed to complete tasks in allotted timeframe. May need to work some nights to complete system testing.
- Work may be performed in an office setting or on construction sites. This may include walking long distances, the use of and ascending of ladders and scaffolding.
- Travel and overnight stays may be required, including international travel.