

Mechanical Coordinator

Location: On-site
Job type: Full-time
Division: General Engineering

About Us:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$100 million with approximately 80% construction, 15% HVAC and metal fabrication and 5% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees with the opportunity for career advancement and a great place to work. We are family-oriented and highly value the expertise and experience of our team.

Why Monterey Mechanical:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary

Position Overview:

Reports to General Engineering Division Manager; prepares and coordinates the drawings and vendor information for the fabrication and installation of mechanical equipment and pipe work on projects by performing the following duties.

Key Responsibilities:

- Reviews plans and specifications to prepare drawings (details) of mechanical/pipe work for fabrication and installation.
- Prepares purchase orders for piping, pipe supports, and related piping/mechanical equipment materials.
- Prepares testing and startup plans for piping systems and mechanical equipment.
- Maintains a record of vendors and necessary information.
- Maintains positive ongoing working relationships with vendors/suppliers through business transactions.
- Reviews cost reports to assist project manager, engineer, and/or supervisor in project piping/mechanical forecasting.
- Assists project engineer with as-built drawings and performs field measurements.
- Meets with project manager, project engineer, and superintendent throughout the project to assist with the coordination and scheduling of piping/mechanical work.
- Prepares job submittals of mechanical/pipe work for design engineer's approval and coordinates submittal information with vendors.

- Coordinates material deliveries with site supervisor for project material control and inventory, and field installation.
- Assists with subcontract coordination of pipe/mechanical work schedules.
- Assists in preparation of change order proposals and daily extra work reports.
- Prepares requests for information to owners/engineers to clarify project plans and specifications.
- Performs other duties as assigned.

Qualifications:

- Requires an Associate's Degree (A.A) from an accredited institution and 7+ years of experience with mechanical/pipework in the construction industry and/or training; or equivalent combination of education and experience.
- Wastewater/water treatment plant experience preferred.
- Proficiency in AutoCAD software (preferred).
- Knowledgeable about mechanical equipment and ductile iron, steel, and other piping systems.
- Ability to review plans and specifications, including process and instrumentation details (P&ID) and electrical diagrams; develop as-built drawings, perform field measurements, and be Windows computer literate (spreadsheet and word processing).
- Ability to accurately calculate figures and amounts that include but are not limited to interest, percentages, basic algebra, and geometry.
- Ability to establish and maintain collaborative and ongoing relationships with supervisor/s, co-workers, vendors, and business associates.
- Excellent interpersonal, organizational, and communication skills.

Physical Demands:

- Persons performing service in this position will lift up to 50 pounds of force or exert up to 20 pounds or more frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves sitting, standing, walking, kneeling, bending, and climbing for a varied amount of time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range:

\$120,000 to \$165,000 Annually

Pay may vary based upon relevant experience, skills, location, and education among other factors.

How to Apply:

Email your resume to hr@montmech.com.

Security Advisory: Your Personal Data Privacy

Any personal information you provide Monterey Mechanical Co. will be absolutely confidential. Any emails from Monterey Mechanical Co. team members will originate from an @montmech.com email address. If you encounter anything that raises suspicions during your interactions, we encourage you to exercise caution and suspend or discontinue communications.

Notice To Third Party Agencies

Please note that Monterey Mechanical Co. does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Recruitment Fee Agreement, Monterey Mechanical Co. will not consider or agree to payment of any referral compensation or recruiter fee. If a recruiter or agency submits a resume or candidate without a previously signed agreement, Monterey Mechanical Co. explicitly reserves the right to pursue and hire said candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to the HR department, are deemed to be the property of Monterey Mechanical Co.

Equal Opportunity Employer

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.