
	JOB DESCRIPTION			
	DESIGN MANAGER-HVAC			
	DEPARTMENT	QAC	YEAR	2022
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1. ELIGIBILITY & SKILL SET

KEY BEHAVIOURIAL COMPETENCIES
Follow Code of Ethics set by the company
Be Punctual
Ability to work under pressure and withstand stress
Demonstrate Professionalism
Willing to take tough (non-populist) measures when required, Separates Professional and Social relations)
Ability to plan sub tasks very well based on an activity allocated
Ability to establish measure and meet customer requirements / service level agreements.
Effective written and verbal communication skills in English Language.
Shall have to travel & visit at any site as per project requirement.
Must be able to work in varying hours/days.
shares knowledge and expertise so others can learn and benefit
Recognizes own strengths and weakness and uses this knowledge to aid affective teamwork
Acknowledges other's skills and accomplishments
Resolving differences
Communicates thoughts and feelings to promote discussion and prevent escalation of conflict.
Express disagreements and feedback constructively
Listen to others point of view
Works towards joint solutions both inside and outside the team
Takes independent and immediate actions to solve problems and help others
Keeps pace with high volumes of work when necessary
Adapts to work style and priorities of others
Tracks progress and task and redirects effects to ensure deadlines and quality standards are met
Anticipates bottlenecks and takes actions to prevent problems
Fosters an environment of support and cooperation amongst all staff
Appreciates other contribution
SOFTWARE COMPETENCES
Microsoft Word
Microsoft Excel
Microsoft Project
Microsoft PowerPoint
Autocad MEP
Autocad Revit
Heat load Calculation
AUTHORITIES (other than Routine Task, Roles & responsibilities)
Prepare/ Check Internal Policies, Standard operating procedures, Standard Design Guidelines

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2. ROLES & RESPONSIBILITIES

ROLE/RESPONSIBILITIES (related to routine task)
Comprehend and implement internal standards & Guidelines while delivering any job task
Prepare/Review/Approve Design Drawings as project deliverables
Prepare/ Review /Approve Design Documents as project deliverables
Conduct FAT, inspection of set-up / prepare Gap analysis report for core area of competence.
Plan subtask for self and subordinates and remain accountable for total manhour expenses.
Routine Correspondence with clients and all project stake holders effectively & impressively
Internal Correspondence (written) within department
Independently Clarify Client queries/comments technically in line with the regulatory / Standard international/ local guidelines
Project Monitoring & Control
Construction supervision at site
Prepare and submit monthly Reports
Activity & resource Planning
Billing as per projections
Set PBIS/KRA for team
Identify training need for the team members and develop them for scope services
Keep the team motivated and remain responsible for team performance
TECHINCAL SKILLS / COMPETENCES
Knowledge and understanding of all relevant local statutory compliance requirements
Knowledge and understanding of International Design Guidelines and regulatory requirements (ISHRAE,ASHRAE etc.)
Knowledge and understanding of relevant Design Guidelines & Statutory Requirements
Experience of leading a team
Basic understanding of the equipment and systems installed in the manufacturing facilities for Food, Beverages, cosmetic and Hospital and Data Centers
Complete HVAC system design with Heat Load Calculation ,Air flow design
Cold room / Blast Chiller design & heat load Calculation , Air flow diagrams
Psychometric chart plotting
Preparation of all design deliverables for HVAC System Design - not limited to following <ul style="list-style-type: none"> • Basis of Design / Design Basis report • Concept design Drawings for HVAC System • Basic engineering drawings for HVAC system • System wise Air Flow Diagrams with AHU sizing • Typical installation drawings for HVAC system • HVAC duct sizing and double line Duct routing layout with complete details • Tender Document • Specifications & data sheets for system components of HVAC system • Bill of Quantities for HVAC • Technical comparison document • Technical recommendation document • Site Inspection report