

JOB DESCRIPTION

SUSTAINABILITY & ENERGY CENTER ENGINEER

JOB DETAILS			
Position Title:	Sustainability and Energy Center Engineer	Grade	
Department/Division:	Sustainability & Energy Center		
Reports to:	Center Director		
Supervises:	None		
Last Updated on:	August 20, 2024		

Job Purpose

The Sustainability & Energy Center is currently seeking applications from exceptional candidates with a strong commitment to research & consultancy support. This is a full-time position that requires a skilled sustainability engineer, designer and office manager.

Main Duties and Responsibilities:

- Coordinate with the Sustainability & Energy Center stakeholders such as partners, clients, faculty, etc.
- Support in sustainability and energy consultation and design,
- Manage the Sustainability & Energy Center office and support the Sustainability & Energy Center director in the daily operations of the center.
- Conduct training and sustainability related workshops.
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.
- Coordinate with the Sustainability & Energy Center Director on creating reports, scheduling and setting expectations.
- Coordinate with faculty on the progress on projects and reporting on those projects.
- Coordinate with Partners and Clients on ongoing research progress and reaching out to potential partners and clients on new projects.
- Coordinate with the requirement departments on proper alignment on resources.
- Responsible for the health and/or safety of everyone in the Center.
- Provide instructions on safety and proper use of equipment, monitoring and making sure equipment in the sustainability park are used according to the safety rules set by the vendors.
- Ensure that lab equipment must be maintained according to vendor's recommendations.

Required Minimum Qualifications:

- Bachelors degree in mechanical engineering, or a closely related field.
- Experience in the UAE/GCC corporate environment
- Experience in HVAC/Energy systems design using computer software, example HAP, IES, Design Builder.
- Experience in client/ authority's engagement.
- Industry Certifications. The following certifications are a plus:
 - ASHRAE design courses and similar certificates
 - ASHRAE BEMP, CHD, BEAP and similar certificates
- Excellent communication skills.

The selected candidate is expected to start no later than October 15, 2024 in Dubai or as soon as the suitable candidates is selected.

Application Procedure:

Please email your application to careersdubai@rit.edu and include the followings in your application:

- Subject line must include your name and the position you are applying for (Name, Sustainability and Energy Center Engineer).
- Cover letter detailing your technical/professional and teaching qualifications and achievements
- Resume or curriculum vitae
- Contact information
- Names, addresses and phone numbers of three references

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website at www.dubai.rit.edu.