

January 15, 2012



Commercial Sales Engineer:

- Promote, sell and support products marketed by DigelAir with consultants, designers, architects, commercial contractors, developers, building owners and property managers.
 - Develop, organize, and present product focus presentations to the above groups.
 - Prepare written estimates and quotations. Send and/or present these quotes as requested, follow up, and secure orders. Maintain a spreadsheet for tracking use.
 - Prepare submittals, shop drawings, maintenance manuals, and any other drawings / documentation as needed.
- Participate in logistics and co-ordination of projects from start to finish.
- Actively participate in local ASHRAE chapter, and other organizations and activities that may be beneficial to DigelAir's activities in the industry.
- Monday to Friday from 7:30am to 5:00pm, with 1 hour for lunch and 2 x 15 minute breaks.
- To be a registered Professional Engineer with university degree in Mechanical Engineering.

Products focus to include, but not limited to:

1. Mitsubishi Electric HVAC products, Lossnay / Renewaire, and Jet Towel.
2. REHAU radiant floor heating and other appropriate sustainable building products.
3. Wilo pumps and circulators.
4. Alfa Laval heat exchangers.
5. MovinCool portable and self-contained air conditioners.
6. Fantech and Panasonic ventilation products.
7. Bosch-Buderus, Viessmann, Caleffi, etc. hydronic & solar heating products.

DigelAir to provide:

- Annual Salary (paid monthly), with opportunity for a discretionary performance bonus. Subject to annual review. Initial 3-month trial period.
- 3 weeks paid vacation (non-accumulating), with an additional 1 week added per 8 years of service. 5 paid sick days per year (non-accumulating). Exceeding this may result in an equivalent reduction of salary or available vacation days, at Dave Digel's discretion.
- Reimbursement for business related expenses, as approved by Dave Digel.
- Reimbursement for out-of-town travel mileage and expenses, as approved by Dave Digel.
- Reimbursement for ASHRAE and other organization membership dues, and related activities, as approved by Dave Digel.
- Office space, phone, fax, email, internet, supplies, etc. as provided at DigelAir's location.
- Cellular device and usage plan costs as deemed appropriate. Notebook computer and required software for business use. Second monitor for desktop use in office.

Yours very truly,

Dave Digel
President