

**POSITION:** Electrical Project Engineer

**DEPARTMENT:** Electrical

**REPORTS TO:** Electrical Department Head

**CLASSIFICATION:** Salary, Exempt, Full Time

**SUMMARY:** Responsible for managing and performing the study, design, and/or construction administration of electrical engineering projects for institutional, commercial, and industrial facilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Electrical Engineering (65%)**

- Develop design concepts and provide technical direction for design of electrical systems with a focus on energy efficiency and sustainability.
- Perform design and field work for master planning, existing facility evaluations, feasibility studies, cost estimating, and similar technical functions.
- Prepare reports, plans, and specifications for assigned projects in compliance with applicable codes, accepted engineering practices, and client project requirements.
- Provide construction administration services.
- Support the development of company electrical standards.

### **Project Management (25%)**

- Plan, schedule, conduct, and coordinate the technical and management aspects of projects within assigned responsibilities.
- Assist the commissioning manager with planning, scheduling, conducting, and coordinating commissioning work and projects.
- Ensure the quality of deliverables conform to standards.
- Effective execution of project assignments.
- Maintain the technical accuracy of work performed in the field of discipline.
- Coordinate with clients, owners, and subconsultants.

### **Marketing/Client Development (10%)**

- Assist with marketing efforts.
- Prepare project proposals as required.
- Participate in oral marketing presentations.
- Develop and maintain client relationships.

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## QUALIFICATIONS AND EXPERIENCE

- This position typically requires a Bachelor of Science degree in electrical engineering and a minimum of 5 years of experience in consulting engineering and the study, design, and construction administration of:
  - Building electrical power
  - Lighting
  - Electronic safety and security
  - Communications
  - Low voltage control systems
  - A variety of facility types such as K-12 and higher education, government office buildings, laboratories, health care facilities, data/communication centers, sports facilities, aquatic centers, military facilities, and central plants
- Professional engineer registration or the ability to obtain registration within 6 months is required.
- LEED certification is preferred.
- Expected to have sufficient technical knowledge and awareness of project details to recognize when technical problems are developing in the various disciplines and to initiate appropriate corrective actions.
- A demonstrated ability to prioritize and handle multiple tasks.
- Attention to detail and a high level of accuracy while preparing documentation and conducting fieldwork.
- Excellent interpersonal skills.
- Effective organizational and written skills.
- Must be self-starter.
- Computer skills include the MS Office suite, AutoCAD, and Revit.
- Preferred personal attributes, including but not limited to:
  - Personable, presentable, and articulate
  - Sound work ethic
  - Honest, trustworthy, and dependable
  - Respectful
  - Cultural awareness and sensitivity
  - Ability to think creatively

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## **WORK CONDITIONS**

### **Physical Demands**

Occasional lifting and carrying, up to 20 lbs

Typing/computer work, approximately 90% of the time

Field work on construction job sites, approximately 10% of the time

Sitting, standing, walking, use of ladders and lifts.

Ability to perform field testing and site investigations in various working conditions, including heat, cold, rain, and snow.

### **Mental/Visual Demands**

Concentrated mental and/or visual attention; the work involves performing complex tasks with very close accuracy and quality.

### **Work Hours**

Working hours are from 8:00am to 5:00pm but may vary depending on project demands. Time off to be coordinated with work team and project schedules. Occasional overtime may be necessary as workload dictates.