

JOB DESCRIPTION – ELECTRICAL PROJECT ENGINEER



SYSTEMS WEST ENGINEERS, INC.

POSITION: Electrical Project Engineer

DEPARTMENT: Electrical Engineering

REPORTS TO: Lead Electrical Engineer

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

JOB RESPONSIBILITIES:

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

- B. Project Management
 - Responsible for the successful completion of assigned engineering scope and conformance to contract requirements.
 - Plan, schedule, conduct and coordinate the technical and management aspects of projects within assigned engineering scope.
 - Responsible for both the quality of deliverables and effective execution of project assignments.
 - Responsible for technical accuracy of work performed in assigned engineering scope.
 - Coordinate with clients, facility owners, and subconsultants.
 - Maintain a positive work environment.

- C. Marketing / Client Development
 - Assist with marketing efforts.
 - Prepare engineering project proposals as required.
 - Participate in oral marketing presentations as required.
 - Develop client relationships.
 - Maintain regular contact with assigned clients.

QUALIFICATIONS:

A. Education, Experience, and Registration

- Bachelor of Science degree in electrical engineering.
- A minimum of five years of consulting engineering experience in the study, design and construction administration of building electrical power, lighting, electronic safety and security, communications, and low voltage control systems.
- Experience in working with multiple discipline projects.
- Experience managing an assigned work group.
- Experience with a variety of facility types including: K-12 education, higher education, government office buildings, laboratories, medical facilities, data/communication centers, sports facilities, aquatic centers, military facilities, and central plants.
- Experience in the design and implementation of sustainable construction practices. LEED accreditation is desirable.
- Professional registration in the State of Oregon is required.

B. Knowledge

- Expected to have sufficient technical knowledge and awareness of project details to be able to recognize when technical problems are developing in the various disciplines, and to initiate appropriate corrective actions.

C. Skills

- Excellent interpersonal skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Effective written and oral communications skills
- Proficient computer skills in Microsoft Office Suite
- Proficiency in AutoCAD and Revit is desirable

D. Personal Attributes

- Honest and trustworthy
- Sound work ethic
- Respectful
- Possess cultural awareness and sensitivity
- Maintain confidentiality in performing the duties

WORK CONDITIONS:

A. Job Requirements

- Job will generally be performed in an office environment, but may require travel to a client's office, facility or construction job site. Work will occasionally require activities such as site investigation and field testing.
- Overtime may be necessary according to workload. This may include weekdays, weekends and/or holidays.