



---

<b>POSITION:</b>	Electrical Project Engineer
<b>DEPARTMENT:</b>	Electrical Engineering
<b>REPORTS TO:</b>	Electrical Department Head
<b>CLASSIFICATION:</b>	Full Time, Exempt
<b>SUMMARY:</b>	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 department head 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.

## 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

## WORK CONDITIONS

### Physical Demands

Occasional lifting and carrying, up to 20lbs

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 & Expectations**

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. Employees are expected to perform all duties as assigned.

**Background Screening**

Background screening may include previous employment, education, criminal history, and driving record verification.