



Job Title:	Project Engineer	Division:	Electrical Construction Division
Job Category:	Non-Exempt	Location:	varies
Job Description: Purpose, Duties and Qualifications as noted.			
<p>Job Purpose:</p> <p>Support Site Supervisors and/or Project Managers with day-to-day activities and assist with management of the construction processes.</p> <p>Primary Duties:</p> <ul style="list-style-type: none"> • Maintain project document control both electronically and via hardcopy as needed • Maintain project logs including change orders, RFIs and submittals • Attend meetings as requested. Prepare and document meeting minutes as requested • Receive and review bid documents, drawings and understand project scope to organize estimate • Provide a quantitative estimate of electrical commodities and research pricing • Interact with necessary subcontractors and provide information to vendors • Review work with upper management and finalize estimates • Coordinate with the VDC/BIM/PreFab teams as needed • Submit purchase requests for materials and equipment for projects • Develop project schedules and manpower schedules providing forecasting with the Project Manager • Coordinate with field personnel/supervision; provide necessary field documentation and instructions (including quality standards/procedures) • Inspect jobsite when necessary • Prepare and deliver to the appropriate party all project closeout documents • Develop new business opportunities • Perform other related duties that contribute to the success of the project and company as assigned by supervision <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Understanding of the basic laws of electricity and electrical systems • Proficiency with various software applications • Knowledge of design techniques, tools and principles involved in the production of electrical plans, blueprints and drawings • Familiarity with electrical equipment, materials and specifications • Experience with contract documents (contract drawings, subcontracts, addendums, specifications and change orders) • Ability to perform basic mathematics and use electrical formulas • Knowledge of tools and equipment • Strong written and oral communication skills. Accuracy and attention to detail • Ability to visualize and sketch an electrical layout • Successful drug and alcohol tests • Certain jobsites/customers may require successful background check 			
Approved By:	Mike Neilson	Last Updated:	June 2019