**Job Title:** Project Engineer

**Division:** Electrical Construction Division

**Job Category:** Non-Exempt

**Location:** varies

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**Job Description: Purpose, Duties and Qualifications as noted.**

**Job Purpose:**
Support Site Supervisors and/or Project Managers with day-to-day activities and assist with management of the construction processes.

**Primary Duties:**
- 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

**Skills/Qualifications:**
- 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

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**Approved By:** Mike Neilson

**Last Updated:** June 2019