



## Project Engineer (Entry-Level)

### SUMMARY:

**The Project Engineer position is responsible for assisting in the management of projects from start-up to closeout under the direction of a Project Manager.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the management of the bid turnover and project startup process, blueprints/specifications, review proposals/project requirements and coordinate materials procurement.
- Ensure compliance with corporate policies and federal/state laws; provide status updates and maintain documentation records.
- Responsible for material requisition, submittal compilation, purchase orders, on-site job walk-throughs, change orders request for information and close-out documents.
- Assist in writing quotations and project proposals, estimating projects when necessary, review of contracts, setting up projects in relevant software applications, working with project managers, on-site foreman, and general contractors on assigned work.
- Maintain and manage online project document postings utilizing Bluebeam Studio and Microsoft SharePoint.
- Develops and maintains a positive relationship with vendors and clients.
- Assists in coordinating the project team - field supervision, project resources and support department staff - as directed by the Senior Project Manager.
- Assists in monitoring project planning, execution and closure, and all project functions as they relate to quality control and project management.
- Establishes and maintains project management files.
- Maintains drawing sets.
- Estimates material takeoffs and develops change requests.
- Develops and tracks Requests for Information (RFI's).
- Researches, acquires and collates Submittals and Operations & Maintenance manual materials.
- Actively utilizes project management software and company network to meet all project requirements for documenting, measuring, tracking and resolving project issues.
- Work with the Production and Field teams; Project Managers, Site Superintendents and Field Staff.
- Assists with job billing preparation and substantiations.
- Tracks correspondence.

- Assists Project Managers with additional tasks as needed.

#### REQUIREMENTS:

- Construction Management degree
- 1-2 years of electrical experience/knowledge of construction, design, and cost management as a Project Engineer with Commercial, Institutional and/or Industrial projects.
- Experience preparing take-offs and estimates for change orders.
- Advanced abilities in reading and interpreting plans and specifications.
- Knowledge of NEC and NECA codes and TIA standards.
- In-depth knowledge of the NFPA codes and has strong problem-solving skills.
- Thorough knowledge of all aspects of construction (technology, equipment, methods, etc.) as well as an understanding of Company and industry practices, processes, and standards and their impact on project activities.
- Knowledge of base principle of scheduling, project management for construction and electric materials is a plus.
- Proficient in MS Office, Bluebeam, Accubid or other estimation software.
- Excellent verbal and written communication skills.
- Capable of working independently as well as in a team environment.
- Ability to present self in a professional manner and represent the company image.
- Demonstrated track record of leadership and project success.
- Ability to work in fast-paced setting.

#### PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- This is largely a sedentary role; however, this role may require the ability to lift files, open filing cabinets and bend or stand to complete other administrative functions.

#### WORKING ENVIRONMENT:

- This role operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, etc.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor or his/her designee.*