



Senior Project Engineer-Electrical Position Guide

Summary/Objective

The Senior Project Engineer–Electrical is responsible for the technical delivery of electrical engineering analysis and design on building and non-building projects. They will lead a team through the design coordination, execution, procurement support, and construction administration on a variety of electrical projects. They are responsible for overseeing, improving, and developing technical competence within the Electrical Engineering team. They will also be responsible for completing calculations, reports and spreadsheets. Projects types will represent a broad cross section of commercial, governmental, industrial, institutional, recreational facilities, residential and retail projects types.

Main Responsibilities

The specific responsibilities of this position include, but are not limited to, the following:

1. Design and analysis of electrical systems for a variety of project types, including new construction and renovation.
2. Communicate effectively with client, and internal project team, sub consultants, and contractors.
3. Assist in the development of project proposals, budgets, cost standards and schedules.
4. Accurately produce project construction documents to meet milestone schedules within a predetermined hourly budget.
5. Manage a multi project workload as well as oversee the design work of other engineers and designers.
6. Leads, mentors, and encourages existing EE staff and development of Designer level staff on all of their responsibilities as well as coordinate with other disciplines on projects
7. Responsible for meeting firm’s electrical engineering quality levels on assigned projects
8. Work with Engineers and Designers to prepare new drawings, modify existing drawings, or create as-built documents.
9. Coordinate, monitor and review work performed by sub-consultants
10. Provide technical support for customers and support regional business development initiatives as a technical resource.
11. Promote the reputation of the company through the technical quality of his/her work.
12. Represent us professionally at all project related meetings and inspections.

Working Relationships

Supervision received: Reports to and receives guidance from the Division Manager. May also receive direction/need coordination with other Department Heads or Project Managers in multi-disciplined projects.

Supervision given: Supervises engineers and designers either full-time or a project-by-project basis.

Core Competencies

- Strong knowledge of the technical aspects of the electrical engineering practice
- Thorough knowledge of all codes applicable to his/her discipline
- Critical thinking and problem solving
- Leadership and mentoring
- Project and resource management
- Problem solving/analysis
- Communication proficiency with team members and clients
- Financial management to budget and goals/objectives

Basic Qualifications

- Bachelor's Degree in Electrical Engineering. PE License in PA required (more states desired).
- Minimum of ten (10) years as a Project Manager/Senior Engineer/Engineer with significant project management responsibilities.
- Experience with and knowledge of various types of construction and design projects
- Experience with design software such as but not limited to AutoCad, Revit, etc.
- Experience with SKM and ETAP electrical power analysis software
- Fluency with Microsoft Office Suite
- Demonstrated background in plan production and project execution
- Arc-flash study experience a plus

Physical Requirements and Working Conditions

- Travel locally and nationally via auto, plane, etc.
- Ability to visit and navigate various construction, development, and industrial sites.
- Regular office work including extensive use of computers, telephones, copiers, etc.