

# JOB DESCRIPTION – LEAD ELECTRICAL ENGINEER/PROJECT MANAGER



SYSTEMS WEST ENGINEERS, INC.

**POSITION:** Lead Electrical Engineer / Project Manager

**DEPARTMENT:** Electrical Engineering

**REPORTS TO:** President

**SUMMARY:** Responsible for managing and performing the study, design, and/or construction administration of multi-disciplined engineering projects for commercial, institutional, and industrial facilities. Responsible for developing and maintaining client relationships.

## **JOB RESPONSIBILITIES:**

- A. Electrical Engineering
  - Direct projects that may include master planning, existing facility evaluations, feasibility studies, design, cost estimating, and similar technical functions.
  - Identify design concepts, and provide technical direction for design of electrical systems with a focus on energy efficiency and sustainability.
  - Prepare reports, plans, and specifications for assigned projects in compliance to applicable codes, accepted engineering practices, and owner's project requirements.
  - Provide construction administration.
  - Develop company electrical standards.
  
- B. Project Management
  - Responsible for:
    - The successful completion of engineering projects and conformance to contract requirements
    - Planning, scheduling, conducting and coordinating the technical and management aspects of projects
    - Both the quality of deliverables and effective execution of project assignments
    - Technical accuracy of work performed in field of discipline
  - Candidate will:
    - Direct and coordinate electrical staff.
    - Maintain positive work environment.
    - Review and approve client invoices.
    - Establish project budgets and monitor staff productivity.
    - Maintain project backlog forecast.
  
- C. Marketing / Client Development
  - Assist with marketing.
  - Prepare engineering project proposals.
  - Participate in oral marketing presentations.
  - Develop client relationships.
  - Maintain regular contact with assigned clients.

## **QUALIFICATIONS:**

### **A. Education, Experience, and Registration**

- Bachelor of Science degree in electrical engineering
- A minimum of seven years of consulting engineering experience in the study, design and construction administration of building electrical power, lighting, electronic safety and security, communications, and low voltage control systems
- Experience in working with multiple discipline projects
- Experience managing a project team
- Experience with a variety of facility types including K-12 education, higher education, government office buildings, laboratories, medical facilities, data/communication centers, sports facilities, aquatic centers, military facilities, and central plant,
- Experience in the design and implementation of sustainable construction practices LEED accreditation is desirable.
- Professional registration in the State of Oregon will be required.

### **B. Knowledge**

- Expected to have sufficient technical knowledge and awareness of project details to be able to recognize when technical problems are developing in the various disciplines, and to initiate appropriate corrective actions

### **C. Skills**

- Excellent interpersonal skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Effective written and oral communications skills
- Proficient computer skills in Microsoft Office Suite
- Management level knowledge in the use of AutoCAD and Revit

### **D. Personal Attributes**

- Honest and trustworthy
- Sound work ethic
- Respectful
- Possess cultural awareness and sensitivity.
- Maintain confidentiality in performing the duties.

### **E. Special Requirements**

- Background screening includes previous employment, education, criminal history, and driving record verification.

## **WORK CONDITIONS:**

### **A. Job Requirements**

- Job will generally be performed in an office environment, but may require travel to a Client's office, facility or construction job site. Work will occasional require activities such as site investigation and field testing.
- Overtime may be necessary according to workload. This may include weekdays, weekends and/or holidays.