

Role: Senior Electrical Engineer
Client: Multi-disciplined consulting engineering firm of about 100 professionals
Location: Springfield, VT

Overview of Firm:

Multi-disciplined consulting engineering firm of about 100 professionals, organized into five divisions: building services, transportation, natural resources, public works & facilities, and site & land development. In business for over 40 years providing professional engineering services to municipalities, federal and state agencies, the architecture community, health care facilities, industrial and commercial building projects and private clients.

Summary:

- 10+ years experience preferred
- Must have project management experience as well as extensive engineering skills
- Future branch manager position possible for the right candidate
- Consultative experience is a plus
- Relocation and/or signing bonus is possible for the right candidate

General Summary of Work Week Standards:

- Electrical Engineering & Project Development (65%)
- Office Management (5%)
- Project Management (20%)
- Business Development (10%)

General Responsibilities:

Responsible for participation – in cooperation with the Electrical Department Manager – in the overall supervision, direction, management, quality control, and productivity of the Electrical Engineering Department of company. These overall responsibilities include, but are not necessarily limited to the following tasks:

- Supervision of and guidance to Electrical Engineering Department staff
- Maintain compliance with standards of performance for staff and project work
- Provide guidance to and mentor the staff in matters relating to technical and project management
- As the assistant supervisor of the Electrical Engineering Department, participate in the preparation of annual performance appraisals for the department staff
- Provide training and/or training opportunities as appropriate for the Electrical Engineering Department staff
- Provide response in both written and verbal formats to the Divisional Director and/or company President regarding status of projects, budgets, planning, manpower, etc.

Project management functions as required for projects assigned to you and/or your department. Project Management responsibilities include, but are not limited to:

- Assigned client relations/client responsibilities
- Project scheduling, budgeting and administration thereof
- Project team timesheet edits, invoice edits, invoicing, reviews and preparation of progress reports to clients
- Prepare AutoCAD drawings (MEP and REVIT formats) for assigned projects
- Prepare technical specifications for assigned projects
- Project-specific management planning (work plan) for required staffing levels and staff assignments
- Full project management duties for assigned projects (designs, calculations, drawings, specifications, construction administrative duties, etc.)

- Coordination with regional managers and department heads as appropriate, warranted, or as directed, and in matters regarding design philosophy, alternative technical approaches, basis of design (or approach to design), design concepts, and matters relating to quality control

Business Development, Marketing and Client Relations:

- Be a key participant in developing the project workload for the Electrical Engineering department and other technologies supported by the Springfield Regional office and in general for company. This will require you working with our technical and administrative staff, as well as the Marketing and Business Development Division in proposal preparation and presentations. This also includes pre-proposal visitation and assisting in negotiations with prospective clients as requested.
- A significant responsibility will be to develop new business leads, pursue new business opportunities for the company, and to work with and assist the Corporate Director of Business Development to establish an effective marketing and/or business development program to achieve the annual sales goals for the Electrical Engineering Division.
- Accomplish periodic follow-up with Electrical Engineering Division clients to promote and/or improve working relationships and goodwill; address concerns they may have with respect to services provided to them; and to update them on expansion of our capabilities and new personnel.
- Preparation of scopes of service, service agreements, fee development and any and/all supporting documents required for service contracts and setting up company project accounts and budget information.