

## Project Engineer Job Description

[Apply Here!](#)

Helix Electric was founded in 1985 and is now one of the nation's largest and most successful electrical contracting companies. Our commitment to empowering people and powering projects is realized by our exceptional team of dedicated and highly skilled experts working together and never settling for good enough. We are proud of the team-oriented and employee-empowered business approach that defines our unique character.

Our Project Engineer assists their Project Manager on projects and is the liaison between the field and the office. In this role, the PE is responsible for defining the project's objectives by planning, executing and finalizing projects according to the schedule while keeping within the budget.

### **DUTIES & SCOPE:**

- Close support of senior project management team.
- Develop project teams while delivering quality output, meeting customer expectations, managing to scope, delivering on time, and delivering within budget.
- Develop and support project management techniques and schedule goals, procurement and contractual requirements, personnel assignments, and capacity planning.
- Evaluate and continually improve the systems and processes used by the department to effectively meet customer requirements and profitability goals with an emphasis on strong internal unit tracking methods.
- Manage, mentor, and develop colleagues.
- Ensure schedule requirements are met. Readily adjust priorities and milestones based upon changing customer needs, resource availability, and job requirements.
- Interact with the customer to validate expectations are understood and met before, during, and after project completion.
- Provide close support and oversight for third-party construction firms and subcontractors.
- Manage project review process with particular emphasis on financial forecasting.
- Ensure high-quality engineering, studies, and Helix project delivery.
- Proactively and systematically communicate challenges, risks, and successes.

- Oversee monthly invoicing process per project terms and negotiate appropriate change orders.
- Coordination with Site Superintendent(s) to understand and assess installation methods, labor needs, and manpower forecasts.
- Close support and oversight on adherence to the Quality Control process.
- Close support to ensure that all downstream team members are meeting deadlines on assigned tasks.

#### **QUALIFICATIONS:**

- Minimum 3 years of project engineer experience in heavy commercial/private electrical construction.
- Understand engineering in electric power.
- Field experience coordinating with construction management.
- Extensive knowledge of project scheduling, bids, take-offs, change orders and contracts.
- Demonstrated ability to develop relationships and assist in winning projects.
- Demonstrated ability to closely support the running of a profitable portfolio.
- Exceptional initiative, execution, and communication skills, both oral and written.
- Exceptional analytical, motivational, and leadership skills.
- Electrical Engineering or Construction Management degrees are strongly preferred.
- Journeyman or Master Electrician's license a plus.

Helix Electric provides a comprehensive benefits package that includes the following:

- Medical Plans
- Dental Plans
- Vision Plan
- Life Insurance
- Disability Insurance

- Accident Insurance
- Critical Illness Insurance
- Hospital Insurance
- Pet insurance
- 401(k) Plan with Match
- Employee Discount Program through PerkSpot
- Tax Savings Accounts – FSA, HSA, DCFSA and CSA
- Tuition Reimbursement
- Scholarships