



To apply for this role please visit:

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The **Project Engineer** assists the Project Manager and field team to ensure customer satisfaction through taking accountability to complete projects on time and on budget.

This role is a pathway into the Project Management career path.

### **General Responsibilities:**

- Assist Project Manager as necessary in performing cost to complete on a monthly basis
- Strong communications with the entire project team (Internal and External)
- Maintain open communication lines with all working relationships
- Follow up to ensure items for which the job is accountable are performed
- Earn and maintain customer's trust
- Uphold the core values of the organization
- Work well with others to accomplish the mission of the organization and the job
- Work with the project team to set up the job
- Work with the project team to build an information sheet and map to the job site

### **Specific Responsibilities:**

#### Leadership

- Constantly train the field engineers in the project engineer's role

#### Process Improvement

- Engage and help to develop new Encore standards and processes and hold others accountable to them
- Participate in Project Engineer meetings

#### Risk Management

- Assist Project Manager with change estimates
- Assist project team with labor cost codes for the project
- Work with Project Manager and Assistant Project Manager to write the commodity purchase order from the installation estimate

- Ensure all parties to the job (at all levels of the job) apply their time into the proper phase code for timekeeping

#### Customer Service

- Take responsibility for submittals
- Assist with submittal creation and procurement of material
- Make certain purchase orders and Subcontracts are written and that the project is current on change orders to the purchase orders
- Coordinate and maintain relationships with all project stakeholders
- Ensure proper maintenance of construction documents
- Actively engage in any required meetings
- Ensure the proper permit is obtained in the jurisdiction for the job location. Understand the permitting process and what the wiring methods are in a different jurisdiction
- Responsible for project closeout documentation
- Prior to completion, involves the service department so they know the job and are introduced to the owner to maintain the relationship
- Assist in closing out the job with vendors
- Other duties as may be assigned

#### **Knowledge, Skills, and Abilities:**

##### Knowledge of:

- The construction process from scheduling to manpower to the labor, materials, and equipment required for installation
- Constructability and the construction process
- Algebra and geometry
- Statistics
- Financial math

##### Skill in:

- Acting as a self-starter
- Good organization skills
- Spatial orientation
- Identifying scope gaps in construction documents
- Customer management
- Listening
- Speaking intelligently
- Estimating resources needed to complete required tasks
- Adapting to new and changing requirements, environments, and/or information
- Managing people and processes
- Managing complex projects, breaking them down to their component levels
- Using communication software

- Effective written and oral communication sufficient to be able to elicit and communicate information and achieve understanding (Technical/Business writing)
- Establishing and maintaining effective working relationships with customers, vendors, consultants, management, and employees
- Operating a computer
- Operate Microsoft office products
- Organizing work to accomplish tasks
- Reading and writing
- Prioritizing and reprioritizing to meet job needs
- Identifying and managing risk
- Problem-solving
- Tracking numbers and bits of data relevant to the work assignment

Ability to:

- Retain and access critical information from memory
- Conceptualize and visualize the project for constructability means and methods
- Think on your feet
- Understand when to speak and when not to speak
- Be personally detached from ideas (no ego)
- See things from multiple perspectives
- Ability to coordinate effectively with all ENCORE Support Services

**Requirements:**

- An associate or bachelor's degree in a related field OR a Journeyman's License with five years of progressive experience in the electrical trade is preferred.

**Benefits of this role:**

- Encore Electric provides excellent benefits for our employees, including: **medical, dental, and vision plans, disability, and life insurance, employee-matched 401(k), paid time off (PTO), an employee assistance program that includes counseling, legal, and financial advice.**
- Encore also provides a generous employee referral program, and access to technical, safety, personal finance, and leadership training through Encore University, Encore's in house training program.
- **This position is eligible for cell phone allowances and the short-term incentive program.**

*For information regarding this position, please contact [recruiting@encoreelectric.com](mailto:recruiting@encoreelectric.com)*

**Encore Electric, Inc. is an EOE, including disability/vets.**