

PROJECT ENGINEER 1 FLSA (Exempt)

OVERVIEW:

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

General Responsibilities

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 of the job

Specific Responsibilities

Leadership

Constantly train the field engineer's 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 time keeping

Customer Service

Take responsibility for submittals

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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 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 closing out the job with vendors

General

Work with project team to set up the job

Work with the project team to build an information sheet and map to the jobsite

Assist Project Manager as necessary in performing cost to complete on a monthly basis

Strong communications with the entire project team (Internal and External)

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:

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- ✓ 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

PHYSICAL REQUIREMENTS:

- ✓ Driving
- ✓ Sitting
- ✓ Climbing
- ✓ Lifting (up to 50 lbs)
- ✓ Standing
- ✓ Stooping
- ✓ Vision acuity (near and far)

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✓ Walking

REQUIREMENTS:

Degree in Construction Management is a plus. A degree in related field or Journeyman's License with Five years of progressive experience in the electrical trade preferred.

Compensation Range for this Role: DOE

Encore Electric is proud to offer employees a generous benefits package, including:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Short-Term and Long-Term Disability
- Life Insurance
- A retirement plan, including an employee-matched 401(k)
- An employee assistance program
- Paid Time Off

Please Contact Bryan Garver, Talent Manager

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Encore Electric is an equal opportunity/affirmative action employer.