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**Meier Architecture • Engineering**  
Job Description

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**Full-Time, Exempt Position**

**Title: Electrical Engineering Group Manager**

**Basic Responsibilities:** Meets project development goals (new projects). Responsible for the performance and bi-annual evaluation of all engineers and designers assigned to the discipline. Conducts him/herself in a professional and ethical manner.

**Organizational Relationship:** Reports to the President. Confers with the Director of Projects for the delivery of engineering services.

**Essential Functions:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Represents the engineering group for all discipline meetings and planning.
- Responsible for discipline staff utilization and staffing requirements. Works with the Director of Projects and President to assess staffing requirements based on contracted backlogs.
- Responsible for scheduling engineering staff resources to ensure that appropriate staff is available to each Project Manager to meet project schedules.
- Mentors and provides guidance and on-the-job training to department staff.
- Enforces general organization-wide and engineering-specific policies, procedures and work instructions.
- Keep the Director of Projects closely apprised of any project activities that may impact deliverable schedules, staffing requirements, technical or financial performance of projects.
- Develops implements and approves all discipline engineering standards and details.
- Ensures that documents requiring a professional engineering seal have the appropriate reviews and approval and is responsible for all discipline engineering documents delivered.
- Confers with the Controller and/or President for approval of contracts.
- Responsible for internal training of discipline engineering staff assigned to the discipline to ensure the adoption, implementation, and enforcement of all corporate procedures related to the delivery of engineering services.
- Ensures appropriate internal progress reviews for each project prior to final approval and delivery to client.
- Work to meet or exceed QA standards.
- Other duties as assigned.

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**Supervisory Responsibility:**

This position is responsible for managing the Electrical Department.

**Skill, Knowledge, Education and Experience:**

- Registered Professional Electrical Engineer.
- 10 years of engineering experience; 5 years' experience as a Project Manager or equivalent.
- Strong organizational skills.