
Meier Architecture • Engineering
Job Description

Date

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.

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- Work to meet or exceed QA standards.
- Other duties as assigned.

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.

Work Environment:

This position operates in a professional office environment.

Physical Demands:

This position is largely a sedentary role. May be subject to bending, reaching, kneeling, stooping and lifting up to ten (10) pounds. May require travel to project locations.

This position routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

Signature

Print Name

Date