



POSITION DESCRIPTION  
ELECTRICAL PROJECT ENGINEER  
(Revised 11/17/06)

I. General Statement

The primary task of the Electrical Project Engineer is managing and oversight of Electrical Engineering, Estimating, and Controls Programming in a dynamic, \$5MM to \$10MM manufacturing business with approximately 35 employees, which is a custom-manufacturer of “Totally Integrated Engineered Systems” involving pumping and heat transfer applications. The business, founded in 1996, seeks to grow to a prominent position in the marketplace and develop business growth opportunities for distribution through a national sales representative network, national accounts structure, and private labeled sales. Mechanical, Electrical, and Controls disciplines are involved in the custom-fabrication of process systems. Personnel includes certified welders and electrical/controls technicians. The attributes required are dynamic personality, desired familiarity with fluid handling and heat transfer marketplace, good listening skills, and orientation towards project management. Key management skills require a high degree of self-direction, self-motivation, and self-discipline. Individual must be a highly organized individual. Key business direction is to promote process controls systems of increasingly higher sophistication, primarily to industrial end-users, and secondarily to commercial end-users.

II. Lines of Authority

The Electrical Project Engineer is accountable to the Engineering Sales Manager. The Electrical Project Engineer will work in conjunction with general staff, which comprises manufacturing, technical service, and financial personnel, on a daily basis. The Electrical Project Engineer will be a resource for interaction with External Sales Representatives, Engineering Firms, End-users, and Private Label Accounts from conceptual design through implementation. Internal/External Responsiveness is a key attribute.

III. Primary Job Responsibilities

- a. Designing, Engineering, and preparation of Engineering Drawings and Submittal Packages for accepted proposals. Prepare Wiring Schematics, Panel Layout Diagrams, and Logic Diagrams for adequate communication of system requirements. Proficient use of AutoCad, Adobe Acrobat, and other standard software.
- b. Development of Key Bills of Materials for projects at estimate stage and detailed bill at time of order, through use of Manufacturing Management Software System.
- c. Sourcing and procurement of Electrical Components and Parts, development of sourcing relationships, and management of Electrical Vendors.

- d. Perform PLC programming utilizing various formats and protocols based on customer requirements for the integrated operation of manufactured systems.
- e. Maintain cutting-edge technology on a continuous basis and develop new control formats and platforms for the operation of process systems, which lowers costs and provides more advanced solutions.
- f. Interact with Inside Sales & Marketing functions which aid in increasing responsiveness to clients and growth in company sales. Assist Sales Functions with the Preparation of Engineering Proposals and Quotations for various Process Systems and Controls for Fluid Handling, Heat Transfer, and Packaged Pumping Systems.
- g. Provide Technical Oversight and Communicate expectations of manufacturing requirements clearly to manufacturing personnel that aid in project performance and improve cost structure of work performed.
- h. Manage and develop standard costing for repetitive systems and unique sub-assemblies which enhance the ability of External Sales Representatives to perform self-costing of projects.
- i. Good listening and communication skills required.
- j. Utilize AutoCad for basis of engineering design and drawing preparation. Maintain familiarity with internal network systems which assist in communication of engineering designs to fabrication personnel.
- k. Oversee technical compliance and quality control of each fabricated product/project.
- l. Participate in internal/external education of personnel, sales representatives, and clients.
- m. Seek growth in business relationships with key focus on customer service and timely response to customer requests.
- n. Participate in the implementation of a Manufacturing Management Software System (Coss System).
- o. Manage electrical engineering and quotation throughput in a fast pace, unique project environment.
- p. Maintain organized and clean work environment.
- q. Control Project Costs and maintain costs within budget for each project through interaction with Controller and Operations Manager. Develop standard costs for repeatable production tasks.
- r. Manage procurement of engineered components for each project and source engineered components for best cost and quality.
- s. Prepare fabrication instructions and create standard fabrication requirements.
- t. Prepare Operation & Maintenance, Installation Instructions, and post-project documentation that create a smooth transition from manufacturing to implementation.
- u. Assist Technical Service Manager in Customer Follow-up and Customer Service Support, as necessary. Occasional travel to participate in Sales Support with External Sales Representatives, Project Start-up, and Technical Service.



#### IV. Other Key Job Responsibilities

- a. Provide professional business conduct in the routine interaction with clients and external sales representatives.
- b. Possess the ability to manage, perform, and control multiple tasks at one time.
- c. Project Management skills shall include financial P/L analysis.

#### V. Additional Job Responsibilities and Necessary Characteristics

- a. Individual shall be self-reliant and able to perform in small company atmosphere.
- b. Responsiveness is key.
- c. Must be self-motivated.
- d. Must be self-directed, self-disciplined, and possess ability to handle complex technical problems.
- e. Must possess strong people skills and good communication skills.
- f. Must be assertive, focused and results-oriented.