

Project Manager

Company

Substation Engineering Company (SECo) is a full-service Engineering and Design firm providing a full range of cost-effective services for utility high voltage transmission and substation projects. Our corporate culture is rooted in our emphasis on process and safety. We are paving the road to success by providing the necessary tools to do good work, find enjoyment within a good team, and get home safely.

SECo is strengthened by partnerships with Tier 1 Testing & Commissioning and Tier 1 Utility Design, Inc. This dynamic equates to effortless coordination and cohesiveness between our clients, vendors, engineering, construction, and the field. Our experienced team connects testing and engineering and allows problem solving and corrective actions to occur before they become adverse client challenges.

Job Description

Main Duties

This is an intermediate level position focused on the performance of high voltage substation projects for multiple utility clients.

Typical duties include (but are not limited to):

- Takes responsibility and accountability for leading multidiscipline engineering projects to ensure they are executed in a safe, efficient, cost effective and timely manner.
- Leads the development of project proposals for both new and existing clients.
- Creates project schedules, plans, and estimates accurately.
- Defines the project scope clearly and ensures compliance with contract requirements.
- Fosters effective communication with clients and internal stakeholders to ensure that the client's expectations are exceeded.
- Organizes and leads effective project meetings with internal and external stakeholders.
- Generates effective project reporting per internal and client requirements.
- Establishes project technical requirements including the approved design basis, standards, and all applicable regulatory and code requirements.
- Manages the contract including delivery of all project financial goals.
- Plans the engineering design activities to meet the project schedule and drive the schedule.
- Monitors project performance on an ongoing basis to identify issues and opportunities early.
- Develops preventative and corrective measures to address project lessons learned and deficiencies.
- Ensures proper QA/QC procedures are complete and coordinates project interdisciplinary reviews.
- Provides timely and effective project turnover and close-out documentation.
- Reviews and approves project invoices.
- Interfaces with the Accounting Department to help resolve any billing issues.

Desired Education, Experience and Training

- Bachelor's Degree in Engineering.
- PE License and/or PMP Certification preferred.
- 7+ years of experience in an engineering organization with at least 2 years of project or engineering management.
- Thorough understanding of electrical utility procedures, practices, and construction means and methods is preferred.
- Proficiency with Project Management tools such as MS Project, Primavera P6, and Microsoft Office.
- Strong analytical and problem-solving skills.
- Accuracy and attention to detail as well as ability to drive deadlines and complete assignments.
- Excellent written and verbal communication skills in English.
- Commitment to customer service and ability to work in a team-oriented environment.

Full Benefit package

- Medical/Dental/Vision
- Paid Holidays
- PTO (Paid Time Off)
- Group Life Insurance/LTD/AD&D
- 401K
- Voluntary Benefit Plans
- Paid Parental Leave

Position Classification/Compensation

- Exempt
- Competitive pay structure