

Project Manager

Company

Substation Engineering Company (SECo) is a full-service provider of Transmission, Substation and Distribution engineering and design services for Electric Utilities. Our corporate culture is rooted by our emphasis on providing high quality deliverables at a reasonable cost. We have a very experienced staff in all facets of transmission, substation and distribution engineering and design.

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):

- Take responsibility and accountability for leading multidiscipline engineering projects to ensure they are executed in a safe, efficient, cost effective and timely manner.
- Lead the development of project proposals for both new and existing clients.
- Create project schedules, plans, and estimates accurately.
- Define the project scope clearly and ensure compliance with contract requirements.
- Foster effective communication with clients and internal stakeholders to ensure that the client's expectations are exceeded.
- Organize and lead effective project meetings with internal and external stakeholders.
- Generate effective project reporting per internal and client requirements.
- Establish project technical requirements including the approved design basis, standards, and all applicable regulatory and code requirements.
- Manage the contract including delivery of all project financial goals.
- Plan the engineering design activities to meet the project schedule and drive the schedule.
- Monitor project performance on an ongoing basis to identify issues and opportunities early.
- Develop preventative and corrective measures to address project lessons learned and deficiencies.
- Ensure proper QA/QC procedures are complete and coordinate project interdisciplinary reviews.
- Provide timely and effective project turnover and close-out documentation.
- Review and approve project invoices.
- Interface 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.
- Minimum of 7 years of experience in an engineering organization with at least 2 years of project or engineering management.
- A thorough understanding of electrical utility procedures, practices, and construction means and methods is preferred.

- Proficiency with Project Management tools such as MSProject, Primavera P6, and Microsoft Office.
- Strong analytical and problem-solving skills.
- Accuracy and attention to detail is critical as well as having the ability to drive deadlines and complete assignments.
- Excellent written and verbal communication skills in English are required.
- Commitment to customer service and ability to work in a team-oriented environment is critical.

Full Benefit package

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

Position Classification/Compensation

- Exempt
- Competitive pay structure