



## **Electrical Project Engineer (EIT or PE)**

**April 1, 2021**

We are seeking a bright, self-motivated, dedicated and career-minded professional with the following qualifications:

### **General Responsibilities**

1. This position reports to the Electrical Department Leader.
2. Performs electrical design tasks as the Project Engineer.
3. Conducts surveys to gather data needed in design preparation.
4. Prepares preliminary design sketches and engineer's level construction cost estimates for labor, material, and equipment.
5. Prepares designs and specifications for building related electrical systems, including a complete electrical layout of power devices and equipment and light fixtures. Identifies and resolves spatial conflicts between various systems.
6. Prepares technical reports.
7. When required by project schedules and performs CADD drafting or markup CADD drafting.
8. Performs analysis and response to requests for information as required during construction.
9. Collaborates with engineers, architects and vendors during data collection and document preparation. Proactively understands when to obtain information from these and other sources.
10. Resolves code issues with the appropriate officials during the Design process.
11. Prioritizes and meets commitments.
12. As project assignments require, keeps the Department leader informed and communicates in a direct and professional manner.
13. Learns and follows the company's QA/QC process.
14. Multitasks and provides Design support for multiple projects.
15. Proactive, cross-functional team player who plans, coordinates and suggests Design solutions.

16. Establishes and maintain effective working relationships with clients and personnel. Effectively coordinates with all disciplines on the project.
17. Responsible to plan and conduct independent work requiring judgment in the evaluation, selection, application and adaptation of engineering techniques, procedure and criteria.
18. Ensures work complies with applicable codes, and accepted engineering practices.
19. Maintains strict confidentiality when required.
20. Builds trust by proactively meeting commitments, anticipating needs, and resolving issues.
21. Expands knowledge and understanding of electrical design by on-the-job training and self-directed study

### **Minimum “Must Have” Qualifications**

**Experience:** A minimum of 4 to 8 years progressive experience in the building related MEP design field including the design of lighting systems, power distribution systems, fire alarm systems, voice/data systems and LEED design for public and private sector facilities. Experience should include the production of CADD drawings. Experience in the preparation designer’s level electrical construction cost estimates is a plus.

**Education and Professional License:** Bachelor Degree in Electrical Engineering from an ABET accredited institution. EIT in Texas or the ability to obtain the licensing within 1 year.

**Technical:** Proficient in the use of MS Office (especially Word and Excel) and AutoCAD.

**Effective verbal communication:** Comfortable communicating with team members, other leaders and clients.

**Effective written communication:** Technical reports and correspondence are clear, concise and tailored to the reader.

**Stable career oriented work history:** The desire and commitment to grow with our company over the long term.

**Security Clearance:** Must pass standard background check and drug tests before employment. U.S. citizenship and the ability to obtain airport, public school and related government facility security badging.

### **Interpersonal Skills:**

- Integrity – good character, meets commitments and technically competent
- Energetic – Flexible with a “can-do team player” attitude
- Self-confident
- Mature
- Detail oriented, organized and able to remain effective in a fast-paced environment
- Personal values are in alignment with the Firm’s Mission Statement Principles

### **Advancement and Training Opportunities**

The current Firm ownership is transitioning to the next generation of proven Leaders. This will create new opportunities as the Firm implements plans for managed growth and expansion. Campos is committed to providing the opportunities for career growth and advancement based upon capabilities, not age or tenure. The Electrical Project Engineer is eligible for the following advancement opportunities upon demonstrating the ability to perform the required job duties:

- Senior Electrical Engineer or Project Manager or Satellite Office Electrical Engineer. We currently have satellite offices in Fort Worth, Houston and El Paso, Texas.
- Associate Principal

Campos is committed to training, coaching and mentoring our employees because they represent the “Future of the Firm.” The Electrical Project Engineer is eligible for the following training opportunities:

- In-house technical training to include Revit and BIM
- In-house Leadership training based upon the Principle Center Leadership and the Seven Habits of Highly Effective People by Steven Covey.
- In-house business training to include accounting principles and practices specifically for Engineering Firms and other on the job business centered training programs and mentoring.

### **Incentive Compensation (Bonus Plan)**

Campos has a written Incentive Compensation Plan (Bonus Plan) that has been in place for more than 15 years. Typically, the Incentive Compensation bonuses are distributed twice a year. A summary of the Firm's financial performance is discussed at monthly Staff Meetings and employees are encouraged to learn about the financial aspects of the Firm.

### **About the Firm**

Campos Engineering, Inc. is celebrating over 35 years of service and provides mechanical, electrical and plumbing design engineering, commissioning and testing and balancing of indoor mechanical heating and cooling systems and controls. We offer professional services on a local and national scale on a multitude of project types including municipal, education, aviation, sports facilities, industrial, commercial, correctional and corporate facilities.

Campos is an Equal Opportunity Employer. We offer competitive compensation and benefits, including a competitive health care plan. We are a family oriented company and work a 9/80 work schedule which means our offices are closed every other Friday to allow our employees additional quality personal time. Please see our website at [www.camposengineering.com](http://www.camposengineering.com) for more details.