

MEP Project Manager

Responsibilities

- Ensures that the total effort for all projects is performed in a logical sequence and on budget; resolves conflicts and problems.
- Ensures that the firm meets agreed technical and performance standards.
- Provides the key liaison required between client and the firm and maintains client relationships.
- Develops and trains professional design and technical support staff in techniques required to upgrade their capabilities. Primary focus will be electrical engineering and design.
- Monitors the manpower staffing and utilization of professional resources in relation to approved budgets, anticipated activity levels and competence and takes the action needed to ensure that projects are staffed, and performance evaluated so as to meet future requirements.
- May act as a project manager for basic or complex projects.
- Oversees project teams' effort with other disciplines on multi-discipline projects, and with sub-consultants and subcontractors.
- Project cost reports and revises project programming to bring project within or under budget limitations.
- Preparation of proposals and presentations in any segment of the firm's capabilities.
- Actively develops and maintains good client relations and performs follow-up on qualifying leads.

Qualifications

- BSME or BSEE
- PE
- 10+ years in design of either electrical (power and lighting) engineering or mechanical (HVAC) engineering
- 3+ years of project and/or department management.
- Knowledge of Engineering Principles
- Strong communication skills with the ability to supervise a team
- Excellent presentation skills
- Management and marketing skills
- NYS Building code, NEC and IBC codes
- Working drawing management skills
- Construction knowledge
- A valid NYS driver license.
- Proficiency in MS Word/Excel and Outlook/AutoCadd/Microstation. REVIT a Plus