



<b>Job Title:</b>	Sr. Project Engineer		
<b>Reports To:</b>	Project Director	<b>Business Unit:</b>	Integrated Solutions
<b>EEO Category:</b>	Professional	<b>FLSA:</b>	Exempt
<b>Position Type:</b>	Full Time	<b>Date (last revised):</b>	3/30/2023

**Primary Purpose**

Sr. Project Engineer oversees design, development, implementation, and analysis of projects from concept to completion. Has a broad knowledge of engineering design tasks and assists in the resolution of complex problems. Manages the preparation of plans, designs, calculations, equipment selections and engineering reports. Fluent in buildings codes and standards. Provides guidance to less experienced engineers in the production of engineering documents. Works with project team in construction.

**Essential Responsibilities**

1. Oversees engineering calculations, equipment selection, equipment specification, system design, system layout, field investigation, and construction administration.
2. Manages the development of concepts, construction documents and engineering reports.
3. Assume responsibility for team leadership, project financial performance, and schedule.
4. Interact with customers on energy efficiency options, cost benefit comparisons, and communicating results to assist owner in decision making process.
5. Preparation of proposals and administering project contracts.
6. Provide mentoring and guidance to engineering team.
7. Responsible for QA/AC process of the teams completed work.
8. Participate in client and business development.
9. Ensuring conformity to project requirements, maintaining detailed project records, and participating in construction activities are critical to ensure projects are successful.

Perform other duties as assigned. *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

**Requirements**

1. Valid driver's license.
2. Must be authorized to work in the US.
3. Travel required. Must be able to travel to job sites 25-50% of the time. Also included is travel to manufacturers for training and office meetings.
4. Must be able to pass pre-employment screenings.

**Qualifications**

1. Associates degree required; Bachelor's degree preferred. Higher education degree a plus.
2. Typically, a person in this role has 10+ years of experience. This role requires applicable experience in building infrastructure and/or energy reduction initiatives.
3. Additional certifications (i.e. CEM, LEED AP, EIT, or PE) also a plus.
4. Proficient with planning, scheduling, and coordinating detailed phases of projects.
5. Proficient with time management to follow the various detailed phases of projects.
6. Proficient computer skills, including Microsoft Office. CAD experience a plus.
7. Strong written and verbal communication skills are necessary.



8. Strong communication skills and the ability to think quickly to resolve problems in real time are essential in this position, and organizational skills and close attention to detail are also important.

**Skills and Competencies**

1. Action Oriented
2. Composure
3. Customer Focus
4. Drive for Results
5. Functional/Technical Skills
6. Learning on the Fly
7. Listening
8. Planning
9. Problem Solving
10. Self-Development
11. Time Management

**Working Environment**

This job operates in a professional office environment or remote home office location. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Periods of stress may occur.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work the job is rated for light work.
2. The work requires the employee to stand, walk, sit, climb, balance, kneel, and use their hands and fingers, to handle, feel or keyboarding. Vision abilities required to perform this job include close vision. While performing the responsibilities of the job, the employee is required to talk and hear.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**AAP/EEO Statement**

Stark Tech and its affiliated companies provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, national origin, ancestry, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, disability, genetic information, citizenship status, or membership in any other group protected by federal, state or local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.