



## **JOB DESCRIPTION – Senior Electrical Engineer / Project Manager**

Reporting directly to the President, this role is responsible for the engineering design and project management of electrically focused Oil & Gas facility engineering projects.

### **Duties and Responsibilities**

#### *Project Management*

- Must be entrepreneurial and able to work in a small company. Duties will include working independently, mentoring and leading a team and regular liaison with customers and suppliers.
- Interface with client Project Manager through project development, execution and completion.
- Execute the contract to the client requirements and specifications. Ensure the scope of work, terms and conditions, and specifications are clearly understood and communicate the same to all sub-contractors. Responsible for Engineering work plans, AFE estimates, client relationships, managing projects and the people associated with them.
- Accountable to ensure all components of the overall project execution plan are developed and directed at meeting project goals and objectives. Ensuring the development of:
  - Safety Management Plan
  - Quality Management Plan
  - Materials Plan
  - Equipment Fabrication Plan
  - Subcontractor Management Plan
  - Accounting Plan
  - Cost and Schedule Control Plan
  - Change Management Plan
- Develop the original budget, manage changes, determine progress and generate forecasts.
- Promote and ensure safety compliance in all areas of responsibility and actively resolve safety issues or concerns.
- Ensure project budget is maintained and adjusted as necessary with appropriate client and management communication and authorization.
- Report performance to financial targets.

#### *Supervisory Requirements:*

- Provide direction and supervision to team members. Formally evaluate their performance after each project and provide feedback.
- Resolve performance issues in a timely manner.
- Identify capability gaps and ensure sufficient training opportunities are available to Supervisors and field staff.
- Ensure all supervisors clearly understand their roles and responsibilities.



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### *Engineering*

- Provide comprehensive design services by supporting the establishment of design criteria and the preparation of specifications, design computations, drawings, models, and bills of material in accordance with basic project requirements.
- Authenticates IFC electrical drawing packages with P.Eng stamp.
- Analyze the designs of vendors or subcontractors providing specific equipment.
- Develop and participate in reviews, in conjunction with other disciplines of electrical drawings.
- Put together the electrical bid packages (RFQ).
- Review and mark-up from an electrical perspective applicable vendor documentation.
- Lead small to mid-size multidiscipline projects.
- Review project drawings for quality and completeness.
- Assist in the preparation of engineering scope of work packages.
- Ensure that all discipline deliverables are checked and verified in regards to electrical equipment.
- Ensure consistency and integrity of all major equipment in accordance with all codes and specifications.
- Evaluate and forecast the costs for major equipment.
- Coordinate all major equipment design with other disciplines.
- Prepare material requisitions and work with vendors to supply electrical equipment.
- Carry out assigned shop and field inspection.
- Act as a technical resource person for other staff and mentor less experienced engineers.

### *Safety*

- Attends all safety meetings.
- Understands both Corsair and client safety programs. Maintains knowledge of all applicable standards and administrative practices as they may relate to Corsair and the project team.
- Works with environmental, health and safety advisory committees to promote and provide safety updates and training as needed.
- Performs or assists with accident investigations as needed. Takes necessary corrective action to prevent future incidents. Communicates recommendations to all concerned parties promptly.



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### **Qualifications**

- Degree in Electrical Engineering.
- Ability to Stamp drawings (Alberta & BC preferred).
- 10 or more years of directly related work with current APEGGA registration.
- Experience in Oil & Gas facility projects including some of the following areas: heavy oil facilities, well tie-ins, pipelines, LACTs, compressor stations, pumps.
- Familiar with electrical codes.
- Strong written and verbal communication skills with extensive knowledge of codes, standards and normal industry specifications.
- Able to manage teams consisting of many disciplines and personalities, and collaborate to achieve a sound business outcome.
- Familiar with regulatory standards.
- Diligent, reliable, thorough, tenacious and detail oriented with excellent communication and interpersonal skills.
- Superior client service skills.
- Demonstrated ability to multi-task, probe, analyze and solve complex issues.
- Ability to work in a constantly changing environment and achieve quality standards.
- Strong organizational skills, including effective prioritization and follow-up.
- Working knowledge of such computer programs as spread sheets, word processing, scheduling software, and project management software.
- Good knowledge of quality control and construction safety required in Oil & Gas projects.
- Must be able to read and interpret contracts, blueprints and drawings for Oil & Gas projects and understand the scope of work and project specifications.