



Job Posting

Title	Project Engineer
Reports to	Project Engineering Manager

Job Description

Implement, plan and design engineering projects. Work with engineering team and customers to understand the scope and needs of specific projects; develop the project design strategy within financial budget guidelines, including design responsibilities, drafting, reviewing product design for compliance and safety adherence, customer contract requirements, and ensure timely completion. This is a full-time and exempt position.

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Duties and Responsibilities

- Project configuration – Define components required for custom projects, including researching and defining local design criteria, structural design and calculation, and working with current inventory restrictions.
- Product design – Design custom components or systems required for a project and submit designs for ordering/production.
- Customer service – Act as primary technical consultant for the customer on projects to which he/she is assigned.
- Project changes – Implement change requests after the project has been ordered through the use of a Change Order process. Work with the customer on product change suggestions and improvements. Responsible for communicating any product changes to the customer when necessary.
- Project scheduling – Schedule engineering drawings and document preparation, calculations, and resources necessary for the project.
- Drafting – Check all drafting work for projects, and performs any necessary drafting work if personnel are not available for a project. Occasionally assist with custom projects.
- Site Visits – Commission, troubleshoot, and/or repair product, for periods of 1-5 days in general. Travel may include up to 10% annually.
- Testing – Test or assist with testing of systems or components, as needed.
- Technical Writing – Write white papers or assist with document creation for the system or system components as needed. May create detailed instructions for manufacturing process of new parts, specification for packaging, external supplier specifications to provide standard cost structure and instructions for manufacturing.
- Product Development – Assist with product design and development as needed.
- Quoting – Assist with cost estimates required for sales.
- Create bill of material for each project.
- Assist with other departmental needs as required.
- Other duties as assigned

Job Requirements, Education & Experience

- BA/BS degree in any applicable engineering discipline. Focus in Structures is preferable.
 - Minimum 2 years experience in project engineering/management.
 - Minimum 4 years experience in engineering field. Masters may be substituted for experience.
 - Ability to work on multiple projects concurrently. Must have good organizational and time-management skills.
 - Communicate effectively with engineers, drafters and others within the company, as needed. Work well within a team.
 - Experience in the solar industry a plus.
 - Computer skills including Microsoft Word, Excel and PowerPoint.
 - Programming skills a plus.
 - SolidWorks or other CAD experience a plus.
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