



NOW HIRING

Project Engineer

Join our forward-thinking electrical construction company, excelling in delivering complex projects in the commercial, education, industrial, and health-care sectors. Our commitment to innovation, quality, safety and sustainable practices has established us as a leader in the electrical construction industry.

As a Project Engineer, you will provide essential support to our project teams, helping to ensure the successful completion of our electrical construction projects. This role involves a mix of administrative, organizational, and technical tasks, requiring a proactive and detail-oriented individual. The ideal candidate will be instrumental in facilitating project processes, coordinating with various teams, and maintaining project documentation.

Key Responsibilities:

1. Project Support:

Assist project managers with day-to-day project tasks.
Help in the preparation and maintenance of project documentation, including contracts, schedules, permits and reports.
Coordinate and schedule meetings, site visits, and project-related events.

2. Communication and Coordination:

Act as a liaison between project teams, clients, and external contractors.
Ensure efficient flow of information and resources among project stakeholders.
Assist in the follow up and resolution of project-related queries and issues.

3. Documentation and Reporting:

Maintain comprehensive project files and records including all project document like RFI log and change order status.
Assist in the development of reports including submittal, shop drawings, schedules and cost codes.
Ensure all project documentation is accurate and up to date which would include safety documents.

4. Procurement and Logistics:

Support the procurement of materials and equipment for projects as well as owning the submittal and close-out process.
Assist in monitoring inventory and ensuring timely delivery of supplies.
Coordinate logistics for site activities and team movements.

5. Quality Assurance and Compliance:

Support the implementation of quality control procedures.
Ensure compliance with health and safety regulations on project sites.
Assist in conducting project audits and compliance checks

Qualifications:

Associates degree or equivalent experience in a related field.
Prior experience in an administrative or assistant role, preferably in construction or engineering.
Basic understanding of electrical systems and construction practices.
Proficient in Microsoft Office and project management tools, including Microsoft Project, Excel, Bluebeam and Procore.
Strong organizational, leadership, communication, and interpersonal skills
Must have our Wild Electrics core values

What We Offer:

Benefits which includes health insurance, dental, vision, 401K with 3% match,
Paid holidays, 1 week accrued paid vacation and sick pay per CA
A collaborative and inclusive work environment.
Opportunities for training and career development.
A chance to be part of impactful projects in essential sectors

Family Owned & Operated Since 1969
Union Certified Electricians

Email Resume:
support@wildelectric.com

4626 E. Olive Avenue | Fresno Ca. 93702

www.wildelectric.com



**WILD ELECTRIC**
Electrical Contractors & Engineers



Workmanship
Strives for Perfection, Right Person Right Seat, Teamwork, Being Accountable, Maintaining our Reputation.

Integrity
Doing the Right Thing, Honesty, Thinks of the Company First, Do what you say.

Loyalty
Dependable, Above & Beyond, Helpful, Dedicated.

Drive
Get it Done, Clarity of Communication, Diligent, Strong work ethic.

CA Contractor's Lic # 500696