

## Electrical Design Coordinator

The Electrical Design Coordinator is responsible for assigned portions of projects under the direction of the Planning and Design Manager. These duties include the creation of prefabrication drawings, production scheduling input, completing take-offs, ordering, and tracking of materials, collaboration with field leadership on efficient prefabrication components, problem resolution, utilizing computer-aided drafting software to design physical layouts and operate the Trimble Robotic Total Station on the jobsite to transpose said layouts for construction. The Electrical Design Coordinator is responsible for managing the design, layout and prefabrication build portion of an assigned project from inception through completion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review design drawings on each assigned project to develop and identify prefab design, prefab plan, best practices, and other opportunities to increase efficiencies and production to our projects.
- Create circuitry plans which align with the prefab design and plan.
- Plan all projects to optimize efficiency of labor, material, supplies, equipment, and tools as it pertains to the prefabrication process.
- Create and modify simple 2D construction drawings for field installation and prefabrication to meet customer requirements
- Use Blue beam software on prefab design, prefab assemblies, and other applications as necessary.
- Project follow up; confirm field drawings and prefab designs are meeting the field's expectations and installation schedules.
- Attend Precon/Prefab Kick-off meetings with project manager, prefab manager, planning and design manager, supervisor, and other project team members to assign tasks, responsibilities and prepare and schedule prefab design and plan.
- Attend reoccurring meetings with project leadership to obtain feedback on prefabrication process.
- Follow all guidelines, policies and procedures established by the Company.
- Communicate with Supervisor on frequent basis regarding the progress and coordination of the project to ensure the most efficient installation of electrical equipment possible
- Create and maintain a positive working relationship with project teams.
- Visit job sites to collect proper data such as pictures, measurements, and other information needed to build a drawing.
- Operate Trimble Robotic Total Station and Software.
- Create and modify AutoCAD and Revit drawings for projects.



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## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of National Electrical Code.
- Must acquire and efficiently utilize the computer skills required to operate the functions used or prescribed by the company to conduct business.
- Ability to read, analyze, and interpret construction drawings, project specifications and submittal documents.
- High level of accuracy, detail orientation, and use of good judgment.
- High level of organizational skills and ability to work within deadlines.
- Ability to read, write and comprehend English
- Excellent oral communication skills both on a one-on-one basis and in group situations
- Strong math skill set
- Ability to collaborate and work in a team environment
- Ability to solve complex problems
- Must have knowledge in building and construction processes
- Must be able to earn Basic CAD/Revit Certificate and be trained in the use of Trimble Realworks and Field Points software.
- Experience and/or training on required tools for the specific job

## EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- 2 years electrical vocational school
- Minimum of 3 years of related experience and/or training; or a combination of education and experience.
- Advanced CAD/Revit Certificate preferred.
- Valid driver's license.

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