



Electrical Planning, Layout & Detail Specialist

Reporting To: VP, Operations
Department: Operations

Summary

The Electrical Planning, Layout, & Detail Specialist is responsible for preparing detailed layouts and plans for electrical systems, including interpreting architectural and engineering drawings and creating accurate, code-compliant schematics. This role is key in ensuring projects are meticulously planned and coordinated for smooth execution by installation teams. The specialist will work closely with project managers, engineers, Virtual Design and Construction (VDC) and field teams to deliver efficient and precise electrical layout solutions that meet both client specifications and regulatory standards.

Primary Responsibilities

- Create and review detailed electrical layout drawings, utilizing software to prepare accurate designs for field implementation.
- Collaborate with project managers, engineers, VDC and field teams to ensure that designs are aligned with project timelines, budgets, and specifications.
- Ensure all designs meet local, state, and national electrical codes and safety regulations, updating designs as necessary to remain compliant.
- Create and issue Requests for Information (RFIs) to the Project Manager to ensure clarity and resolve project-specific questions efficiently.
- Conduct on-site visits as needed to verify measurements, layouts, and installation feasibility, making adjustments as necessary.
- Provide technical support to field crews and answer any layout or design questions during project execution.
- Conduct regular checks on designs to ensure they meet the company's quality standards and are free of errors or discrepancies.
- Additional duties as assigned.

Qualifications

- Associates degree in Electrical Engineering Technology, Drafting & Design, or a related field. Equivalent work experience may be considered.
- 3+ years in electrical layout design, planning, or detailing, ideally within the construction or contracting industry preferred.
- Proficiency in CAD software (e.g., Revit) and experience with electrical design tools preferred.
- Ability to learn and understand several different software types (e.g. Bluebeam, Microsoft, Smartsheets, etc.).
- Strong understanding of electrical codes and regulations.
- Familiarity with reading and interpreting blueprints and schematics.
- Detail-oriented with excellent problem-solving skills.
- Strong communication skills and ability to collaborate with cross-functional teams.
- Ability to manage multiple projects simultaneously and meet deadlines.

Physical Requirements

- Ability to walk, stand, climb ladders or scaffolding, and navigate construction sites, which may include uneven terrain, for extended periods when conducting field verification.
- Proficiency in using CAD software and drafting tools, which involves precise hand movements and the ability to work at a computer station for extended periods.
- Ability to read and interpret detailed plans, blueprints, and schematics accurately, as well as identify spatial relationships in layouts.
- Capacity to lift and carry materials, tools, or equipment up to approximately 25 pounds, as may be needed for on-site tasks.
- Willingness to work both indoors and outdoors, with occasional exposure to weather elements, noise, dust, or other typical construction site conditions.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.