

Job Description: Electrical Engineer (Residential & Commercial Projects)

Position: Electrical Engineer

Qualification: B.E. Electrical / Diploma in Electrical Engineering

Experience: 2–7 years (Residential & Commercial project experience preferred)

Job Summary:

The Electrical Engineer will be responsible for overseeing electrical works in residential and commercial projects, ensuring timely execution, quality compliance, and coordination with clients, contractors, and internal teams. The role includes planning, site supervision, measurement preparation, labour management, and material planning.

Key Responsibilities:

1. Project Execution & Site Supervision

- Monitor and execute electrical work at residential and commercial project sites as per drawings and standards.
- Prepare accurate **measurement sheets** and daily/weekly progress reports.
- Ensure quality control and adherence to project specifications.

2. Planning & Coordination

- Develop **weekly and monthly project plans** for electrical work execution.
- Prepare **material planning** and coordinate with the **purchase department** for timely availability of materials.
- Coordinate with the **billing team** for contractor billing, BOQs, and bill certification.

3. Client & Contractor Management

- Handle **client coordination**, attend site meetings, and provide project updates.
- Arrange and manage **labour contractors** and ensure adequate blue-collar workforce availability at site.
- Handle **labour contractor rate negotiation**, finalization, and performance monitoring.

- Ensure smooth communication between site team, contractors, and management.

4. Billing & Documentation

- Prepare and verify **measurement sheets, labour bills, contractor bills**, and certify them for payment.
- Maintain documentation such as daily logs, work checklists, and inspection records.

5. Safety & Compliance

- Ensure all electrical work follows safety norms, statutory guidelines, and company policies.

Skills & Competencies:

- Knowledge of electrical systems for residential and commercial projects.
- Strong site supervision and project execution skills.
- Good communication and **client coordination** abilities.
- Ability to manage labour contractors and workforce challenges effectively.
- Strong analytical and documentation skills.
- Proficiency in MS Excel, AutoCAD (added advantage).
- Ability to work under deadlines and handle multiple projects.

Additional Requirements:

- Willingness to work at project sites as required.
- Strong negotiation and interpersonal skills.
- Ability to handle pressure and take ownership of project deliverables.