



Electrical
Solutions

Prefab Design Coordinator

TEI Electrical Solutions is seeking a Prefab Design Coordinator with significant knowledge in commercial and industrial electrical pre-construction, design, and prefabrication. The applicant should be capable of reviewing submittals for electrical requirements, reviewing specifications for design requirements and planning from prefabrication assemblies. This position requires the ability for an individual to organize a detailed prefabrication design process to effectively develop the most efficient electrical installations possible by utilizing the prefab process.

The essential duties and responsibilities for the Prefab Design Coordinator include:

- Review drawings and specs for the project to develop prefab ideas and specific requirements
- Coordinate all aspects of project with Planning and Design manager, supervisor, project manager and prefab
- Produce digital detailed drawing or sketches, showing all dimensions and any needed notes
- Create detailed material list on work request
- Order material for prefab project
- Prepare plan of prefab project
- See plan through to completion
- Visit job sites to obtain needed information for project.
- Provide technical expertise and guidance throughout the Pre-Construction process.
- Track material and labor throughout project.
- Follows the project construction process to ensure that it is completed on time.

Qualifications:

Minimum Education & Experience Requirement: High School Diploma with trade or two (2) year degree in Electrical Design or related field. Or any similar combination of education and experience.

Successful candidates will possess the following attributes:

- Complete understanding of the Pre-fabrication process.
- Understanding of estimates, drawings, specifications and schedules.
- Proficient with Bluebeam, Excel and Word.
- Experience with building project schedules.
- Proficient and current on the National Electrical Code and Life Safety Codes.
- Proficient with power, lighting and lighting control systems design.
- Strong leadership skills.
- Strong organization skills, attention to detail and the ability to multi-task.
- Ability to work as a team with a positive attitude and professional customer service skills.
- Effective communication, troubleshooting, and problem solving skills.