1. Investigated drawing interpretation problems and conflicts and developed resolution options.
2. Reviewed contractor proposals and sets of drawings prepared by [Type] firms to identify missing information, generate questions and align budgets.
3. Verified accuracy of cost estimates in drafting construction project proposals.
4. Worked with legal department to set and correct contract parameters.
5. Handle RFPs, RFIs and RFQs to keep project planning moving smoothly.
6. Selected and oversaw subcontractors, built positive relationships and made timely corrections to maintain design specifications.
7. Coordinated electrical work necessary for conduit installation and wiring termination.
8. Gathered and documented requirements from developers, owners, consultants and local code authorities.
9. Installed transformers and connected components and noise suppression systems according to IEEE guidelines and grounding regulations.
10. Put together job data including materials take-offs, pricing lists and labor costs.
11. Reviewed construction work against technical designs and drawings to assess compliance.
12. Set work schedules, coordinated site facilities and monitored progress.
13. Drove energy-efficient project development by performing energy audits and energy simulation modeling.
14. Estimated costs associated with labor, equipment and materials required to produce specific designs.
15. Coordinated and facilitated onsite consultant, regulatory and client representative inspections.
16. Presented data, maps or other information at construction-related public hearings or meetings.
17. Helped to solve site problems by applying technical expertise in [Type] and [Type] areas.
18. Audited sites to collect and analyze structural, electrical and engineering data.
19. Facilitated goal acquisition through system design review, website configuration and installation schedule coordination.
20. Visited construction sites daily to evaluate work quality.