



BIG STATE ELECTRIC, LTD.

SAN ANTONIO / AUSTIN / [HOUSTON](#) / CORPUS CHRISTI / DFW

1650 N. SAM HOUSTON PKWY E. • HOUSTON, TX 77032

PH: 281.807.0400 • FAX: 281.807.0404

TECL#19035 • FIRE# ACR-1750578 • TOPS# B07297401

POSITION: Project Engineer

Big State Electric, Ltd. • Full-time • Houston, Texas, United States

Role Description

Big State Electric is seeking a Project Engineer to support our electrical operations. The Project Engineer supports the Project Manager and Superintendent in keeping electrical construction projects organized, documented, and on schedule. This role connects the office and field by tracking project information, distributing current documents, assisting with billing, and helping resolve day-to-day administrative needs.

About Big State Electric, Ltd.

Established in 1966, Big State Electric, Ltd. is a respected name in the construction industry, known for delivering top-quality electrical installations built on expert workmanship and reliability. We focus on providing unparalleled service, safety, and professionalism. Leveraging advanced technologies such as Safety Systems, BIM, and AutoCAD, we offer comprehensive in-house services including engineering, preconstruction, fire alarm systems, automation, and more. With extensive experience in diverse commercial electrical applications such as hospitals, educational facilities, and industrial environments, we are committed to excellence and innovation in every project. Big State Electric upholds a legacy of strong values and ethical business practices while driving forward with contemporary innovations.

Key Responsibilities

- Support Project Managers and Superintendents with daily project coordination and administration.
- Track schedules, milestones, deadlines, and action items; maintain project logs and status reports.
- Coordinate meetings, site visits, and communications among project teams.
- Maintain organized records of drawings, specifications, contracts, correspondence, and other project documents. Distribute revisions to the appropriate office and field personnel.
- Assist with monthly progress billing and related documentation.
- Communicate with electricians, foremen, and superintendents to address field documentation and administrative needs.
- Process timecards and expense reports accurately and on time.
- Compile closeout documents, warranties, and as-built records for project completion.

Preferred Qualifications

- Strong organization, communication, and attention to detail.
- Proficiency in Microsoft Excel and comfort maintaining accurate project records.
- Ability to manage competing deadlines and follow through with both office and field teams.



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- Familiarity with construction drawings, schedules, and documentation preferred.
- Electrical construction experience preferred.

What We Offer

- Competitive compensation
- Performance-based incentives
- Comprehensive benefits package
 - 100% Company-paid health, dental, and vision insurance for employee + immediate family members
 - 401K profit sharing
- Vehicle allowance
- Career growth within a growing regional contractor
- Opportunity to build and scale a high-impact division

Please email your resume/qualifications to Mark Buskirk, Houston Division Manager at mark.buskirk@bigstateelectric.com or careers@bigstateelectric.com.