

# Electrical Engineer

## Reports to Team Leader

## Market Title: Electrical Engineer

### Job Purpose

The Electrical Engineer will have overall responsibilities for the electrical design on a project. The position will collaborate and direct other electrical staff during the design and documentation of the electrical system. The position will coordinate the electrical design with all other disciplines so that the design is completely coordinated internally as well as with external clients.

### Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Prepare design documents appropriate for the project and in accordance with company standards.
- Monitor project status and development to meet project deadlines
- Coordinate the completion of the documents in the appropriate time to have a QA/QC review completed prior to the deadline for the project
- Coordinate staffing manpower needs weekly with the Project Manager
- Review the electrical budget hours and coordinate any recommended adjustments with the Project Manager
- Work with team electrical staff to identify tasks and assign staffing to complete the electrical design
- Work with the Project Manager to manage manpower needs/timing as well as monitoring the electrical budget on the project

### Qualifications

The following qualifications are requirements of the position:

- Registered Professional Engineer
- Ability to meet and socialize with clients to foster future repeat work
- Able to work well and communicate with other disciplines within the firm as well as other consultants on the project.
- Excellent interpersonal and communication skills
- Ability to work well with other mechanical staff to complete the mechanical design of the project and meet the project deadlines

### Continuing Education

Beyond any specific outside education classes taken to maintain professional registration, 10 hours of company continuing education shall be required. This would include attending and participating in company discipline training sessions or appropriate approved outside training classes.. Although attending vendor classes are encouraged to keep up with technology, this will not count toward the 10 hours of in-house training.

**Working Conditions**

This position requires night and weekend work at times to complete projects to meet deadlines.

**Physical Requirements**

The ability to carry up to 50 lbs of drawings and carry and/or climb ladders is a requirement of the position.

**Direct Reports**

None

*Last Update: November 2018*