



POSITION: Electrical Staff Engineer

DEPARTMENT: Electrical Engineering

REPORTS TO: Electrical Department Head

CLASSIFICATION: Full Time, Exempt

SUMMARY: Responsible for performing the study, design, and/or construction administration of electrical engineering projects for institutional, commercial, and industrial facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Electrical Engineering (100%)

- Perform design, engineering tasks, and field work for master planning, existing facility evaluations, feasibility studies, cost estimating, and similar technical functions.
- Prepare reports, plans, and specifications for assigned projects in compliance with applicable codes, accepted engineering practices, and client project requirements under the supervision of a project manager/project engineer.
- Coordination with design work of other disciplines
- Provide construction administration services.
- Support the development of company electrical standards.

QUALIFICATIONS AND EXPERIENCE

- This position requires a Bachelor of Science degree in electrical engineering and 2-5 years of experience in consulting engineering and the study, design, and construction administration of:
 - Building electrical power
 - Lighting
 - Electronic safety and security
 - Communications
 - Low voltage control systems
 - A variety of facility types such as K-12 and higher education, government office buildings, laboratories, health care facilities, data/communication centers, sports facilities, aquatic centers, military facilities, and central plants
- Expected to have sufficient technical knowledge and awareness of project details and engineering concepts and principles to perform work in assigned scope.
- EIT is preferred, or the ability to obtain within 12 months of hire.
- A demonstrated ability to prioritize and handle multiple tasks.
- Attention to detail and a high level of accuracy while preparing documentation and conducting fieldwork.
- Familiar with construction document organization and preparation.
- Excellent interpersonal skills.

- Effective organizational and written skills.
- Must be self-starter.
- Computer skills include the MS Office suite, AutoCAD, and Revit.
- Preferred personal attributes, including but not limited to:
 - Personable, presentable, and articulate
 - Sound work ethic
 - Honest, trustworthy, and dependable
 - Respectful
 - Cultural awareness and sensitivity
 - Ability to think creatively

WORK CONDITIONS

Physical Demands

Occasional lifting and carrying, up to 20lbs

Typing/computer work, approximately 90% of the time

Field work on construction job sites, approximately 10% of the time

Sitting, standing, walking, use of ladders and lifts.

Ability to perform field testing and site investigations in various working conditions, including heat, cold, rain, and snow.

Mental/Visual Demands

Concentrated mental and/or visual attention; the work involves performing complex tasks with very close accuracy and quality.

Work Hours & Expectations

Working hours are from 8:00am to 5:00pm but may vary depending on project demands. Time off to be coordinated with work team and project schedules. Occasional overtime may be necessary as workload dictates. Employees are expected to perform all duties as assigned.

Background Screening

Background screening may include previous employment, education, criminal history, and driving record verification.