



POSITION: Electrical Designer 1

DEPARTMENT: Electrical

REPORTS TO: Electrical Department Head

CLASSIFICATION: Full Time, Non-Exempt

SUMMARY: Responsible for providing electrical, low voltage, and lighting system evaluation, design, and document production for building projects with direction from project managers and project engineers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Electrical Design (100%)

- Perform evaluation and design tasks associated with existing facility evaluations, feasibility studies, design, cost estimating, and similar technical functions.
- Conduct field surveys to identify existing site conditions.
- Review Code requirements and evaluate for compliance.
- Develop electrical distribution system, lighting & controls system, fire alarm system, low voltage system, and emergency generator system designs and documentation in AutoCAD/Revit.
- Perform engineering calculations including electrical load calculations, conduit and electrical system sizing, and equipment capacity.
- Layout electrical systems and equipment.
- Coordinate design with other disciplines.

QUALIFICATIONS AND EXPERIENCE

- Must be authorized to work in the U.S.
- This position typically requires an Associate's degree in AutoCAD/Revit, electrical design, science, energy analysis, or other technically related field.
- Highly proficient with AutoCAD/Revit as it pertains to the preparation of electrical and lighting drawings.
- Possess a basic understanding of electrical, lighting, and low voltage systems.
- Familiarity with construction document organization and preparation is preferred.
- Computer skills in addition to AutoCAD and Revit include the MS Office suite, Adobe Acrobat, SharePoint, and internet.
- Experience in a professional office environment is required.
- A demonstrated ability to:
 - Prioritize multiple projects and tasks
 - Learn quickly
 - Adhere to standards, processes and technical requirements
- Excellent interpersonal skills
- Effective organizational and written skills
- 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

Typing/computer work, more than 80% of the time

Occasional lifting and carrying, up to 10lbs

Sitting, standing, and walking

Work is generally performed in an office environment, but may require travel to a client's office, facility, or construction site.

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. Employees are expected to perform all duties as assigned.

Background Screening

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