



ENGINEERING DEPARTMENT

Electrical & Power Systems Engineer

POSITION TITLE

- ◆ Electrical & Power Systems Engineer

REPORTS TO

- ◆ ENGINEERING MANAGER

EXPECTATIONS / RESPONSIBILITIES

- ◆ Possess a thorough knowledge of medium and low voltage three phase power systems.
- ◆ Familiar with current NEC, OSHA, NFPA 70E and 29 CFR 1910.333 regulations as they apply to Electrical Safety in the workplace.
- ◆ Responsible for the electrical design of switchgear and motor control up to full production. This includes specification review, design review, simple mechanical design, developing documentation packages, and releases to production.
- ◆ Using prescribed methods, perform specific and limited portions of project proposals for the intent of budgetary pricing and scope of supply.

EDUCATION/ EXPERIENCE

- ◆ Bachelor of Science degree in Electrical Engineering (BSEE). Minimum of two years of experience in electrical design including power analyses processes (knowledge of coordination studies and fault analysis).
- ◆ Knowledge of design, repair and analysis of electrical systems. Must have exposure to electrical engineering design principles and methodologies.
- ◆ Extensive knowledge of Utility Service equipment and Motor Control Centers as installed and in use. Prior experience with Utility Service Engineering Design departments a plus.
- ◆ Familiar with ACAD, computer-assisted engineering and design software. Knowledge and usage of SKM Power Tools Electrical Engineering Software a plus.
- ◆ Understanding of manufacturing workflow, including planning activities.



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DUTIES

- ◆ Clearly understand Arc Flash Hazard Analysis and methodology to develop clear, concise reports for proposal and system documentation requirements.
- ◆ Communicate clearly and effectively with external and internal Customers.
- ◆ Assist in the review and approval of contract plans, detailed scope descriptions, detailed schedules and budgets.
- ◆ Explain project specifications in a clear and concise manner.
- ◆ Produce quality proposal documents that conform to Company standards and procedures.
- ◆ Clearly understand project requirements and specifications; scope, budget, schedule and expectations set by the Engineering Manager and/or Project Engineer.
- ◆ Obtain input from internal sources on prior projects that may have similar scope and specifications.
- ◆ Provide input to others as requested concerning their project needs.
- ◆ Provide technical direction, serve as a point of contact or business liaison, prepare briefings for senior management and assist in problem resolution specific to the program/project.
- ◆ Work with Sales and Marketing on budgetary pricing for bids and proposals.
- ◆ Complete task assignments within established budgets and schedules.
- ◆ Notify Engineering Manager and/or Project Engineer when budget and schedule impacts or problems occur on projects .
- ◆ Perform routine engineering work requiring application of standard techniques, procedures and criteria.
- ◆ Perform other related and associated duties as assigned by the Engineering Manager.

ANTICIPATED HOURS

- ◆ Must be willing and able to work the required hours necessary to complete given tasks. This will include travelling.