

Job Description – Electrical Engineer

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the discipline electrical engineer for project execution. The standard is valid for all discipline Electrical Engineers.

2.0 General:

The Electrical Engineer is assigned by the department manager and approved by the project manager. This person is the responsible discipline electrical engineer for the project team. The person is responsible to maintain professional competency through continuing education.

3.0 Tasks and Responsibilities:

The Electrical Engineer shall be responsible for the following main activities, but not limited to:

- Develop electrical distribution systems for large industrial applications and plans these systems using recognized industry standards and specifications.
- Perform system calculations and studies for electrical power systems – load flow, voltage drop, motor starting, short circuit studies, and relay coordination studies.
- Develop test requirements and assist in electrical equipment checkout and startup.
- Review and check all assigned project electrical installation drawings for compliance with all company and project instructions (One-line diagrams, electrical equipment location drawings, plan drawings, details, schematics, wiring diagrams, etc.) of technical vendor submittals for installation requirements.
- Develop technical bid tabulation to support the selection of major electrical equipment
- Assist in the development of project schedules and manpower requirements.
- Review and checking of technical vendor submittals for installation requirements.
- Provide estimates of home-office hours and materials.
- Review of budgets for proposals in conjunction with the proposal team and providing assistance in the establishment of risk.
- Conducts technical audits on projects.
- Works with the department manager for manpower planning, forecasting and progress monitoring.
- Responsible for maintenance of earned value system.
- Approves the discipline schedule.
- Responsible for the administration of discipline mentoring program.

4.0 Education and Experience Required:

- BS or licensure and equivalent experience.
- Ten years experience.

- Professional Engineering License.

5.0 Skills Required:

- Working knowledge of ISA Standards and International Codes.
- Effective computer skills; Microsoft Office software, Lotus Notes and other Company and discipline specific software applications.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skills.
- Ability to motivate team efforts to accomplish goals.
- A desire to develop and improve working relationships with international partners and clients.

6.0 Travel Percentage:

- Moderate, 20% – 25%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Department:

- I & E Engineering

9.0 Reports To:

- Department Manager

10.0 FLSA Status:

- Exempt

11.0 Direct Reports:

- None