



Job Description: Electrical Engineer

Revision Date: 2018.09
Reporting Structure: Direct to National Solar Director

Department: Engineering
Direct Reports: No

POSITION PURPOSE

The Electrical Engineer is responsible for providing electrical design support. The Electrical Engineer will work under the direction of the National Solar Director or Engineering Manager.

DUTIES, TASKS AND RESPONSIBILITIES

Design

- Design major and minor modifications to electrical systems to help incorporate installation of HVAC equipment.
- Complete design/build electrical design of major building renovations.
- Develop system design concepts and the scope design, along with the scope documents (drawings and specs).
- Finalize the electrical system design and prepare construction documents after the contract award.

Review & Update

- Inventory existing equipment and evaluate the condition and operation of existing building systems.
- Check existing drawings and survey existing site conditions to determine the best possible locations for new equipment.
- Identify problem areas that will affect design of new systems.
- Review shop drawings.
- Update construction documents and develop final as-builts.
- Perform preliminary cost estimates.

Technical Assistance

- Provide technical assistance to operations during the project implementation phase.
- Work in conjunction with the project Mechanical Engineer to assist with system design and scope design concepts and documents.

BEHAVIORAL COMPETENCIES

Core Competencies

- **Integrity** – Act with integrity; truthfulness, fairness and honesty.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – Conduct oneself as a steward-of PSI, supporting its growth & ability to help those in need.
- **Accountability** – Take responsibility for one's actions and decisions.

Position-specific Competencies

- **Pace and Variety of Activities** -- Varied activities with multiple, simultaneous projects and tasks. Continual problem/solution identification in a fast-paced environment.
- **Focus** -- Technical/analytical focus while working within established systems, standards, and procedures
- **Delegation and Leadership Style** -- Leadership focused on efficient, accurate, quality work output.



- **Integrity** – Acts in an honest, trustworthy, high integrity manner; makes and keeps commitments.
- **Communication** – Collaborates in a positive and productive way. Communicates in a way that is analytical and detail oriented.
- **Goal Oriented** – Drives to meet goals in a motivated and self-directed way; works hard with limited supervision.

WORKING CONDITIONS

- Office functions will primarily be performed at PSI's main business office.
- Onsite engineering surveys, meetings, and presentations will normally be held at the prospects' offices located throughout the state.

MINIMUM QUALIFICATIONS

Education/Experience

- BSEE from an accredited college or university is preferred.
- Professional Engineer registration in states where projects are conducted is preferred.
- Minimum of 5 years of experience designing traditional plan and specification projects in the construction industry.
- Experience working on lighting design is a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit; 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 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.