Georgia State University

Job Specification

Job Title: Electrical Engineer I

BCAT Code: 09NX27
Pay Grade: G18
Effective Date: February 1, 2007

FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Provides engineering and technical services to support electrical and infrastructure and data network distribution functions.

Examples of Duties
- Manages renovation or construction projects involving electrical and infrastructure upgrades and/or construction.
- Reviews proposals, design drawings, specifications, and other documents concerning electrical systems submitted by outside firms.
- Assists contractors, Facilities, Maintenance and Operations, Telecommunications and/or Information Systems and Technologies (IS&T) in solving problems which are encountered during construction or everyday operations.
- Assists in the long-term planning for campus, electrical, telecommunications network and data distribution systems.
- Assists in the development of technical standards and interface applications.
- Assists in the evaluation of new products.
- Assists in the network problem resolution.
- Provides technical consultation to departments concerning energy management, power, telecommunications and data distribution systems.
- Serves as the primary campus contact for the City of Atlanta, Electrical Inspectors, Georgia Power representatives and the Department of Administrative Services.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of federal, state, and local compliance codes.
- Knowledge of interpreting and evaluating engineering drawings, building systems, and maintenance.
- Knowledge of AutoCAD, word processing, and spreadsheets.
- Ability to multi-task, coordinate several projects, supervise, and perform life activities, such as climbing, walking, and entering non-confined areas.
- Effective time management, customer service, and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.