Job Title: Electrical Engineer II

BCAT Code: 09NX28  Effective Date: April 1, 2007
Pay Grade: G20   FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description
Provides engineering and technical services to the Facilities Management and Services Division in the areas of electrical, telecommunications, and data network distribution.

Job Duties/Responsibilities
- Directs long-term planning and the development of electrical, telecommunication, and network distribution systems.
- Develops and interprets design drawings and specifications for routine and special projects.
- Reviews proposals, design drawings, and specifications.
- Reviews projects and proposals for quality control, code compliance, and the continuity of design.
- Provides technical consultation to departments on electrical, telecommunications, and data network distributions.
- Develops and maintains budgets.
- Assists in the selection of contractors for projects.
- Supervises employees.
- Performs other electrical engineering 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 Hiring Standards
Bachelor’s degree and five 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.