

# C&J TECHNICAL SOLUTIONS AND SERVICES, INC

Division/Department	Operations		
Reporting Location	Walnut, CA—Santa Ana, CA		
Job Title	Electrical Engineer I		
Reports to	TBD	Title	Engineering Department Manager

Level/Grade	Mid-Level	Type of position:	Hours <u>40</u> / week
		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contract <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

## GENERAL DESCRIPTION

This is a mid-level position that supports our North American operations. Candidate demonstrates the ability to apply knowledge of electrical engineering principles to design power systems for commercial, industrial and institutional facilities. Candidate demonstrates sound engineering judgment, leadership skills, accountability, and demonstrates the ability to work independently or in teams to prepare power systems analyses and designs with minimum instruction and guidance. Candidate assumes responsibility for projects (schedules, budgets, accuracy) whether assigned to them or team members under their supervision. Candidate demonstrates strong knowledge in the fundamental design and analysis of power and lighting systems. Candidate must possess a clear professional engineering license.

## PRINCIPAL DUTIES

- Supports the Corporation by performing day-to-day supervision and guidance of junior team members.
- Size and select electrical equipment including power distribution switchboards panel boards, overcurrent protection devices, power feeders, emergency power systems and components.
- Prepare and/or oversee the preparation of service load calculations, short circuit analysis, arc flash analysis and selective coordination studies.
- Coordinate design documents with other disciplines (A,S,M,C) and work efficiently with contractors
- Design electrical systems consisting of power and lighting systems. Produce construction drawings and develop electrical/power specifications in accordance with CSI format.
- Prepare electrical feasibility studies and electrical assessment reports.
- Review and ensure accuracy of the work product prior to management review.
- Plan and analyze budgets, schedules and resources for engineering and construction efforts for selected projects.
- Prepare and review photometric analyses for commercial/industrial lighting designs.
- Perform peer reviews.
- General knowledge of energy, power and lighting system analysis software such as Energy Pro, SKM and Visual.
- Proficient knowledge of MS Word, MS Excel, MS PowerPoint and AutoCAD.
- Upholds the Corporation mission statement, vision statement and policies.
- Other related duties.

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<b>CORE COMPETENCIES</b>			
<p><b>Customer Service:</b> Manages difficult or sensitive customer situations; Responds promptly to Client/Customer needs; Solicits Client/Customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.</p> <p><b>Oral Communication:</b> Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.</p> <p><b>Attendance/Punctuality:</b> Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.</p> <p><b>Dependability:</b> Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan if a deadline cannot be met.</p> <p><b>Quantity:</b> Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works efficiently and quickly.</p> <p><b>Developing Direct Reports:</b> Provides challenging and stretching tasks and assignments to subordinate Team members, holds frequent development discussions, is aware of each direct report's career goals, constructs compelling development plans and executes them, pushes direct reports to accept developmental moves, will take direct reports who need work, is a people builder.</p> <p><b>Priority Setting:</b> Spends his/her time including the time of others on set priorities, quickly assesses the critical issues and can determine what will help or hinder accomplishing a goal, eliminates foreseen obstacles, maintains Team focus.</p> <p><b>Listening:</b> Practices attentive and active listening.</p> <p><b>Written Communication:</b> Is able to write clearly and concisely in a variety of communication settings and styles, can be direct in assuring an understanding of the communication intent, and its impact effect. Edits work effort of staff members for spelling and grammar; Varies writing style to meet Client/Customer needs; Presents numerical data effectively; Has the ability to read, interpret and summarize briefly received information.</p>			
<b>EDUCATION AND WORK EXPERIENCE REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Must be registered as a Professional Engineer</li> <li>• Bachelor's degree in electrical engineering and 3-5 years of experience in power engineering or a related field. Alternatively, a Master's degree in electrical engineering and 1-3 years of experience in power engineering or a related field (preferred).</li> <li>• Optional IEEE member.</li> </ul>			
<b>LICENSES AND CERTIFICATIONS</b>			
A valid California driver license is desirable (must maintain a satisfactory driving record).			
<b>LANGUAGE SKILLS</b>			
Fluent English (Knowledge of correct English usage including spelling, grammar, punctuation and vocabulary)			

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**WORK ENVIRONMENT**

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. The Engineer shall be able to visit and work in or on an active construction site which will require physical efforts such as climbing ladders, removing ceiling tiles, exercising caution in and around active tradesmen taking measurements making observations in an active construction setting, etc. Construction sites have Safety Officers to enforce State and Federal safety regulations whereby on-site safety training is often mandatory. The engineer will participate in the Client's safety program when and where required. Personal Protective Equipment (PPE) will be provided by the Corporation to ensure the safety of its employees at all times.

**Employee Statement**

I certify that I have read and understand the contents of my job description. I understand that my job responsibilities may be changed at any time. Furthermore, I understand that this is not a contract and does not alter the at-will nature of my employment.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date