

C&J TECHNICAL SOLUTIONS AND SERVICES, INC

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

Level/Grade	Junior-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 Junior-level position that supports our North American operations. Candidate will work under the direction of a licensed electrical engineer. 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 progressively demonstrate the ability to work independently or in teams to prepare power systems analyses and designs with some instruction and guidance. Candidate assumes responsibility for projects and tasks assigned to them within the limits set by the supervising professional engineer. Candidate possesses the ability to learn the fundamentals of design and analysis for power and lighting systems.

PRINCIPAL DUTIES

- Assist in the sizing and selection of electrical equipment, including power distribution switchboards panel boards, overcurrent protection devices, power feeders, emergency power systems and components.
- Participate in preparing service load calculations, short circuit analysis, and selective coordination studies.
- Design electrical systems, consisting of power and lighting systems. Produce construction drawings and develop electrical/power specifications in accordance with CSI format.
- Assist in preparing electrical feasibility studies and electrical assessment reports.
- Prepare photometric analyses for commercial/industrial lighting designs.
- Perform project document 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 Corporate mission statement, vision statement and policies.
- Other related duties.

CORE COMPETENCIES

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability: 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.

Quantity: Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works efficiently and quickly.

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Listening: Practices attentive and active listening.

Written Communication: 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.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

Bachelor’s degree in electrical engineering and 2-4 years of experience in power engineering or a related field. Alternatively, a Master’s degree in electrical engineering and 1-2 years of experience in power engineering or a related field (preferred).

LICENSES AND CERTIFICATIONS

A valid California driver license is desirable (must maintain a satisfactory driving record). FE/EIT is preferred.

LANGUAGE SKILLS

Fluent English (Knowledge of correct English usage including spelling, grammar, punctuation and vocabulary)

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. Occasional visits to construction sites and surveys of new and existing facilities will be required.

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