



## Job Description: Associate Electrical Engineer

Alternative Titles: n/a

Revised: February 28, 2011

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Business Unit: Engineering  
Employee Type: Exempt  
Reports To: Electrical Engineering Manager

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**Purpose:** Perform tasks related to electrical engineering

**Work Schedule:** 7:30 am – 5:30 pm Monday through Thursday and 8 am – 12:00 pm Friday (minimum).

**Essential Skills** (*may include but are not limited to the ability to*)

- Assist with electrical engineering and design for industrial projects. Prepare cable schedules, one-line diagrams, motor control schematics, conduit layouts, and cable tray layouts. Prepare drawings and sketches to support construction work, change orders, estimates, etc.
- Prepare and disseminate all required documentation records such as status reports, punch lists describing work items to be done, sketches of work already completed, material requirement calculations, etc. to supervisor.

**Essential Qualifications**

- Must possess basic knowledge of engineering fundamentals.
- Able to perform various mathematical calculations either manually or with calculator.
- Excellent communication and technical writing skills required. Must be capable of interacting with engineers, suppliers, and shop/construction personnel.
- Must be proficient in Microsoft Access, Excel, and Word.
- Bachelor's degree in Electrical Engineering from an accredited engineering school
- Previous experience in an EPC contractor preferred, but not required.
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

**Physical Requirements**

- Frequently lift objects weighing up to 25 pounds
- Climb stairs
- Sit for long periods of time
- Occasionally stoop, kneel or crouch
- Use hands and arms to reach for, grasp and manipulate objects

**Tool/Personal Protective Equipment Requirements**

- n/a

**Environment:** Work usually takes place in clean, pleasant, and comfortable office settings.

**Employee Review Acknowledgement**

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

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Candidate/Employee Signature

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Date