

## SUPERVISING ELECTRICAL ENGINEER

### DEFINITION

Supervises the personnel and activities of the Electrical Engineering Unit and confers with school personnel and commissioned architects and electrical engineers on matters related to electrical engineering design of District facilities.

### TYPICAL DUTIES

- Supervises the personnel and activities of the Electrical Engineering Unit engaged in: the preparation of designs, working drawings, and specifications for electrical systems and equipment; compilation of data required for the preparation of drawings and specifications; calculation and estimation of costs of electrical systems and installations; and the review and approval of plans, drawings, and specifications prepared by commissioned electrical engineers for compliance and to identify inconsistencies with other architectural and engineering plans and specifications.
- Serves as the Engineer of Record for District electrical engineering work requiring Division of State Architect (DSA) or other relevant governing agency approval.
- Selects the District's commissioned electrical engineers, plans special projects and procedures and supervises the implementation of the projects, evaluates proposals on the scope of work and fees, reviews completed work, and recommends payment or non-payment of partial and final fees.
- Consults, advises, and provides technical direction to commissioned architects or structural engineers and their consulting electrical engineers on District policies and guides for the design of various electrical systems.
- Prepares or directs the preparation of electrical design specifications and standards and maintains these electrical engineering guides to assure conformance with codes within the framework of quality, economy, and District policies.
- Confers with and advises District personnel, utility company officials, trade groups, manufacturers' representatives, and public officials on problems and matters relating to the District's electrical engineering guides.
- Consults with and advises maintenance and inspection personnel relative to electrical facilities and equipment.
- Conducts research, requests field testing, reviews and evaluates field-test results, and prepares reports on electrical systems, equipment, and installation methods and costs.
- Develops the District's electrical engineering policies.
- Advises District administrators on the qualifications of commissioned electrical engineers proposed by commissioned architects or structural engineers.
- Performs the more difficult electrical engineering work of the Unit.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Electrical Engineer supervises the personnel and activities of the Electrical Engineering Unit, assists in the selection and directs the activities of commissioned electrical engineers, and represents District interests relative to electrical engineering concerns.

An Associate Electrical Engineer performs and supervises electrical engineering design work for structures and provides technical advice to engineering personnel.

An Electrical Engineering Designer drafts the electrical engineering phases of school building projects, assists in the design of larger projects, and designs smaller projects. Direction is received from a supervisor during design, and work is checked upon completion.

## SUPERVISION

General supervision is received from a Senior Facilities Project Manager or higher level administrator. Supervision is exercised over lower-level engineering and other personnel in the Electrical Engineering Unit. Technical direction is given to commissioned electrical engineers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and standard practices of electrical engineering, including energy conservation applications
- National, State, and local codes pertaining to electrical engineering features of building construction, including energy conservation regulations
- Relationship of electrical engineering to the other engineering and architectural features of buildings, including cost and operation comparisons
- Capabilities of major, recognized computer-aided design software such as AutoCAD
- Microsoft Windows operating systems
- Microsoft Office Suite
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project management

### Ability to:

- Provide technical review and advice tactfully and effectively
- Comprehend plans and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies
- Supervise effectively
- Manage multiple projects simultaneously

### Special Physical Requirement:

- Agility to climb ladders and scaffolds, walk on roofs, and move safely in partially completed crawl spaces

## ENTRANCE QUALIFICATIONS

### Experience:

One year of experience as a registered electrical engineer in electrical engineering design of large commercial, government, or school building projects. One year of supervisory experience and/or a course in supervision are preferable.

Special:

A valid Certificate of Registration as a Professional Engineer in Electrical Engineering issued by the California State Board of Registration of Civil and Professional Engineers.

A valid California Driver License.

Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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