**Electrical Engineer Standard Job Description**

**Classification Title:** Electrical Engineer

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Minimum Pay:** $76,046.67

**Job Description Summary:**

The Electrical Engineer, under general supervision, assists with operations to ensure energy savings and operational design are compliance with codes. Finds reasonable opportunities to reduce energy use.

**Essential Duties and Tasks:**

**40% Energy Cost Reduction and Efficiency Improvement**

* Finds methods to reduce energy costs through operational procedures and engineering protocols.
* Accumulates, logs, and analyzes utility bills for buildings and campuses, comparing data to national databases for each building type.
* Assists in performing inspections on buildings.
* Conducts follow-ups to ensure critical recommendations are implemented.

**20% Design and Construction Standards Development**

* Assists in the development of design and construction standards to ensure reliability and efficiency of operations.
* Reviews construction drawings to ensure integrity and efficiency of design on construction projects.
* Performs electrical design on smaller projects, such as energy retrofit projects.

**10% Inventory Management and Maintenance**

* Develops and maintains inventory of high voltage switchgear to ensure appropriate cleaning of bus bar connections.

**10% Quality Assurance and Compliance**

* Assists in performing QA/QC inspections on buildings.
* Assists facilities staff in troubleshooting electrical problems.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above

**Required Education and Experience:**

* Bachelor’s degree in Electrical Engineering or equivalent combination of education and experience.
* Two years of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**