

ASSOCIATE ENGINEER (ELECTRICAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent directs the preparation of designs and specifications necessary for preparing plans and estimates for electrical engineering projects for the County and provides technical support and supervision for field and design staff. At this level, the incumbent makes decisions independently on electrical engineering methods and problems. The Associate Engineer is a unit leader in an engineering specialty and is responsible for first line supervision of a unit. Supervision is exercised over a number of professional, sub-professional engineering and technical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the activities of the electrical design unit of the engineering division;

Supervises field studies preparatory to design;

Coordinates electrical engineering projects with other disciplines, other County departments and consultants;

Supervises the design of electrical engineering projects done in-house and also those submitted by consultants;

Provides specifications for purchases of a wide range of electrical equipment;

Inspects, as necessary, jobs in progress and consults with field inspectors;

Represents the department at project meetings as required;

Participates in design and construction conferences providing advice on methods to correct problems and alleviate unsafe conditions;

Seals and signs plans, working drawings and specifications as a licensed Professional Engineer as defined in Article 145 of the New York State Education Law;

Maintains working relationships with the State Power Authority and Consolidated Edison utilities on behalf of the Director of Engineering;

Organizes and supervises the unit for the most effective use of staff by developing the abilities of the less experienced employees and by complying with established personnel policies and procedures;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of electrical engineering; thorough knowledge of the practices of specification writing; good knowledge of the construction estimating, including the relative cost; good knowledge of electrical layouts and analysis preparatory to design; good knowledge of computer assisted design, CAD; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to lay out and supervise the work of professional engineers and technicians; ability to get along well with others and to deal effectively with contractors; accuracy; reliability; resourcefulness; sound engineering judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Electrical Engineering and eight years of field and office experience where the primary function of the position was in electrical engineering, one of which must have been in the preparation of designs and one of which must have been in construction administration; or (b) a Bachelor's Degree* in electrical technology and nine years of field and office experience in electrical engineering including the specialized experience described in (a); or (c) a Master's Degree* in electrical engineering and seven years of field and office experience in electrical engineering, including the specialized experience described in (a); or (d) satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENT: Candidate must possess a license to practice as a Professional Engineer in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.