

JUNIOR ENGINEER (ELECTRICAL)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents perform entry-level electrical engineering and complex technical work. Incumbents conduct inspections, prepare simple designs, calculate data, and prepare cost estimates, as well as project updates and daily work records. Incumbents are assigned to any type of electrical engineering work, i.e. buildings, roads, parks, sewers, structures, etc., for either regular assignment or for cross-training purposes. While each level in the engineering series participates in producing details, plans, specifications etc., the distinction between the Junior Engineer and the higher Assistant Engineer is complexity of assignment and the degree of independence exercised in absence of supervision. Supervision is not a responsibility of this class; however, an incumbent may act in a lead capacity to provide guidance and direction to a small number of non-professional employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the preparation of computations and drawings for contract plans and reviews the designs from consultants or contractors to determine the adequacy of electrical schemes;

Assists in the oversight and inspection of the installation of electrical work for conformance with plans and specifications;

Assists in the preparation of progress reports and estimates for payments to contractors;

Drafts and lays out wiring diagrams and contract plans as assigned;

Assists in the development of specifications and in the preparation of budget estimates for a variety of electrical projects;

Researches emerging technologies for presentation to supervisors, as directed;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of electrical engineering; knowledge of the practice of specification writing; good knowledge of computer assisted design, CAD; familiarity with design and analysis of electrical layouts; ability to prepare and interpret specifications and contract estimates; ability to perform mathematical computations applied to engineering problems; ability to lay out the work of sub-professional engineers; ability to effectively use computer applications such as CAD, spreadsheets, word processing, e-mail, and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to get along well with others and to deal effectively with contractors; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in Electrical Engineering or a substantially related field.

*SPECIAL NOTE: Education beyond the secondary 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.

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J. C.: Competitive
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Job Class Code: C0577
Job Group: IX