

PRINCIPAL ENGINEERING TECHNICIAN (ELECTRICAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs responsible electrical technology work related to planning, designing, construction, maintenance and inspection of Westchester County projects. An incumbent reviews plans and proposals, etc. to ensure compliance with engineering principles, County standards and needs, and contract specifications. An incumbent may work in the office or in the field and may concentrate on design or contract administration. Supervision may be exercised over a number of technical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares engineering plans and specifications using computer assisted design (CAD), and reviews contracts for a variety of electrical engineering projects to ensure that plans meet standards and needs;

Plans and coordinates various phases of assigned projects, making appropriate adjustments to ensure that project remains on schedule;

Inspects projects to ensure that material and workmanship adhere to contract specifications and plans, noting discrepancies and informing appropriate party;

Recommends adjustments to plans based on field conditions and recommends approval or disapproval of extra work and field changes;

Inspect projects, consults with contractors, prepares progress reports and recommends payments based on proportion of work completed, materials used, etc;

Prepares cost estimates on materials, supplies and equipment;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of electrical technology practices and theory; good knowledge of the modern methods, techniques and machinery used in electrical engineering and technology; good knowledge of the practices of specification writing; good knowledge of construction estimating; good knowledge of computer assisted design (CAD); ability to get along well with others; ability to follow complex oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either (a) six years experience in electrical technology; or (b) completion of a two year course in electrical technology at a recognized post high school, trade or technical school and four years experience as specified in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTIONS: Satisfactory completion of college credits* in Electrical Engineering may be substituted at the rate of 30 credit hours for one year of experience up to a maximum of three years.

*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.