



**POSITION DESCRIPTION**

<b>JOB TITLE: Electrical Engineer</b> Job Class: 3584		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b> Facilities and Maintenance Services
<b>BARGAINING UNIT: ASC</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) To provide professional engineering support to review, design, troubleshoot and inspect current and proposed electrical, electronic and telecommunications systems throughout the Milwaukee Public Schools district.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Prepare drawings for electrical, electronic and telecommunications projects as assigned through the use of an AUTOCADD/SOFTDESK system or manually if required.
2. Develop specifications related to various electrical, electronic or telecommunications projects.
3. Review electrical, electronic and telecommunications plans and specifications prepared by consultants.
4. Review the installation and initial operation of all major electrical, electronic and telecommunications projects throughout the district.
5. Review and approve shop drawings for all contract work.
6. Prepare cost estimates and administration of contracts.
7. Maintain liaison and coordinate electrical, electronic and telecommunication engineering design and construction with other sections of Division of Facilities and Maintenance Services.
8. Make recommendations relative to changes in guide specifications, existing methods and procedures related to electrical, electronic and telecommunications activities.
9. Provide technical information and assist in training of maintenance and trade personnel.
10. Actively supports the MPS Strategic Plan.

11. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Contracts Specialist

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

May have lead worker responsibilities over draftsman, part time co-op students or craftsmen working on special studies/projects.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in electrical engineering from a school approved by the Accreditation Board for Engineering and Technology (ABET) with an emphasis in the design and application of electrical, electronic and telecommunication systems for educational/commercial buildings.  
Registration or eligibility for registration within one year of appointment as a professional engineer in the State of Wisconsin.

Certification as a registered communications distribution designer/local area network specialist is desirable.

Valid state of Wisconsin driver's license

**Experience Requirements**

Minimum of five years experience in design, developing specifications, cost estimating, planning and construction related to building electrical, electronic and telecommunication systems.

One year of experience within the last three years in the operation of an AUTOCADD/SOFTDESK workstation and word processing programs and spreadsheets.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Ability to climb and work at various heights.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**