



POSITION DESCRIPTION

JOB TITLE: Electrical Engineer (Low Voltage) Job Class: 3636	
DATE	Office of Operations Facilities and Maintenance
BARGAINING UNIT:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Provides professional engineering support to review, design, troubleshoot and inspect current and proposed electrical (including lighting and light safety systems) and low voltage communications systems (including access control, intercom, public address and video surveillance) for Milwaukee Public Schools. Coordinates design efforts of outside consultants with in-house personnel.	

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. Serves as Project Manager or Project Inspector on major projects. Reviews the installation and initial operation of all line and low voltage electrical, emergency, communications, public address, security, CSTV and other electrical systems for Milwaukee Public Schools (MPS).
2. Reviews and approves shop drawings for all contracted work. Receives and approves all closeout documents and ensures accurate archiving.
3. Prepares and seals drawings for line and low voltage systems for projects that have been assigned through the use of the Auto Cad. Develops specifications related to projects and maintains the master electrical and low voltage/communications specifications for the district.
4. Develops the complete "scope of work" for all electrical consultants retained by the district. Reviews all line and low voltage electrical systems for project plans and specifications prepared by the consultants.
5. Prepares cost estimates for all line and low voltage electrical systems. Serves as a liaison and coordinates all line and low voltage systems for projects engineering design and construction with other sections of MPS' Facilities and Maintenance services.
6. Makes recommendations for changes in existing methods and procedures relative to low voltage electrical systems.
7. Provides technical information and assists in training of maintenance and trade personnel.
8. Updates and maintains Digger's Hotline drawings. Reviews and coordinates easement requests from WE Energies.

9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

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

General supervision provided by the Manager, Design and Construction.

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.

Project supervision

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 with an emphasis in design and application of low voltage systems. Certification as a Professional Engineer in the State of Wisconsin is preferred. RCSS and/or NICET certification is desirable.

Experience Requirements

Five years of experience in design, specification development, cost estimating, planning and construction related to building electrical and low voltage communications systems. At least one year of recent experience in the operation of an AutoCAD work station.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Must be able to communicate with the public, contractors, tradesmen, design professionals. Regulatory and governing agencies. The ability to establish effective working relationships with a diverse population is required. Excellent teamwork skills are required. Must be able to evaluate design and construction methods based on technical data, material history and constructability. Excellent planning and organizational skills. Experience writing technical reports and general correspondence. Proficiency with MS Office, including Word and Excel.

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

Position requires travel around the city to various MPS locations. The ability to work in dirty and dusty conditions. Must be able to climb to various heights. Work in hazardous and/or confined environments. Irregular work hours, with occasional weekends.

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.

Must be able to climb and work at heights, in tunnels and confined spaces.

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.