

**Position Title: Electrical Engineer**

Revised: March 2009

**Reports to:** Team Lead or Branch Manager**Based at:** Whitehorse Office

**Position Purpose:** Working closely with the Project Manager, acting as PM or Technical Lead on various projects, and maintaining the technical competence and production requirements of the projects. Provides exceptional customer service and coordination assistance with internal and external project partners (consultants, contractors, etc.).

**Specific Responsibilities Include:**

- Work with the Team lead/ Project Manager/ Engineering Manager in providing our clients with finished projects in a timely manner.
- Communicate effectively with the Project Manager; this includes collecting and coordinating useful information.
- Act as a mentor/coach to junior staff.
- Provide guidance and leadership to junior staff, this includes reviewing reports and ensuring technical standards are met.
- Share expertise with other offices.
- May act as client contact.
- Contribute to maintaining and improving quality control.
- Calculate cost opinions, change orders and earned value.
- Develop engineering cost proposals.
- Identify risks associated with a project at the proposal stage; satisfy client and our requirements with regard to risk management.
- Accurately apply codes and regulations.
- Coordinate with all disciplines, extract and relay relevant information for complex projects.
- Write reports not requiring significant editing.
- Share expertise with other offices.
- Solve interdisciplinary design conflicts.
- Lead, review and/or provide input for proposals.
- Review and mark up complex drawings.
- Write and present technical papers.
- Operate as a specialist consultant by creating unique designs and concepts, by developing an in-depth understanding of other on site disciplines and by ensuring WEC's technical capability is moved throughout WEC.
- Operate independently on routine projects and oversee work plans and procedures on routine projects.
- Coordinate with all disciplines, extract and relay relevant information for complex projects.
- With proven competency, prepare engineering design, specification and/or recommendations for a variety of the following:
  - Control systems
  - Grounding
  - Hazardous area classification
  - Heat tracing systems
  - High and medium low voltage power systems
  - Lighting systems
  - Low tension building systems engineering
  - Low voltage power

- Life safety systems
- Power systems analysis
- Commissioning of electrical systems
- Energy analysis and management
- Modify established standards, devise new approaches, apply existing criteria in new manners, and draw conclusions for comparative situations.
- Actively perpetuate and embody WEC culture and values.
- Stamp own project design and reports and that of engineers in training for whom you are providing peer review as appropriate.
- Employees are required to adhere to the company and client safety policies and practices in effect at any given time.

**Qualifications and Experience:**

- Bachelor's Degree in Engineering
- P.Eng. Status with appropriate provincial association
- 4 – 6 years of experience minimum

**Skills and Competencies:**

- Excellent interpersonal skills; a person who listens well, respects diversity of opinions and has an open, clear and succinct communication style.
- Effective organizational and time management skills in handling multiple projects, performing a variety of tasks, and meeting required deadlines.
- Ability to represent the company to the staff, clients and community by ensuring the best image is presented.
- Application knowledge of WEC systems and programs (including MS Office, AutoCAD, Revit MEP, AGI 32 Software)
- Ability to accurately apply codes and regulations.
- Ability to coordinate with all disciplines, extract and relay relevant information for complex projects.
- Ability to write reports not requiring significant editing.
- Ability to identify risks – to satisfy client and WEC requirements