



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 3603 Associate Electrical Engineer
Branch: Facilities Operations Branch	Working Title: Associate Electrical Engineer (AEE)
Unit: Facilities Management	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 044-3603-002	CBID/Bargaining Unit: R09
<p>Conflict of Interest Classification: Yes</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Effective Date:

<p>Direction Statement and General Description of Duties: Under the general direction of the Departmental Construction and Maintenance Supervisor (DCMS), Facilities Construction Unit, this position requires a current Electrical Engineer License and the ability to stamp drawings. The incumbent is responsible for electrical and electronic engineering work. Including the development of final project plans, specifications, and estimates. This position also reviews all work for completeness and accuracy to ensure compliance with Title 24, California Code of Regulations and other applicable codes, guidelines and policies, and reference materials.</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
40%	



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	<p>(E)</p> <p>Prepare difficult plans using standard drafting techniques and Computer Aided Design (CADD) software for interior/exterior lighting systems, fiber optic and processing systems, modular systems furniture, and other electrical and electronic systems, including but not limited to normal and essential power systems, generators, transfer switches, distribution and wiring systems, wiring, battery calculations and voltage drop calculations for fire alarm systems, and all related electrical work. Make technical and code compliance decisions related to the reviews conducted and correspond/communicate with facility project personnel.</p>
20%	<p>(E)</p> <p>Consult with, make recommendations, and provide technical assistance to professional engineers, architects, building and fire officials, construction contractors, management and project managers.</p>
20%	<p>(E)</p> <p>Prepare the more difficult estimates and draft technical specifications. Provide technical electrical engineering oversight review of previously reviewed plans and construction observation for projects to ensure a high level of consistency and quality of review for compliance with the California Electrical Code.</p>
10%	<p>(E)</p> <p>Make field investigations and collect engineering data, estimate load data, prepare or assist in the preparation of project reports and correspondence.</p>
10%	<p>(M)</p> <p>Review and recommend the selection of electric and electronic equipment used in plans specifications.</p>

<p>Supervision Received: The AEE reports to and receives general supervision from the DCMS.</p>
<p>Supervision Exercised and Staff Numbers: None.</p>
<p>Physical Requirements: Works in a cubicle in climate-controlled office under artificial lighting. Primary sedentary for extended periods of time. Operates a computer terminal. Repetitive use of hands. Employee may be required to travel/drive a minimum of one (1) day per week and work outdoors and</p>



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may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold. Employee may need to climb ladders to access roofs.

Special Requirements: Must pass fingerprint and background clearances before hire. Must have applicable license and ability to stamp drawings. Knowledge of Microsoft Word, Excel, Project, Outlook, AutoCAD software and FileMaker Pro database. Must be able to follow verbal and written instruction, communicate effectively, and possess strong organization, and time management skills. Regular and reliable attendance; reporting to work regularly and timely; maintaining a constructive and solution-oriented attitude

Personal Contacts: This position works with employees and managers within the Facilities Operations Branch, department, other governmental agencies, and the public, daily in person, by telephone, e-mail, and mail.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE