

Job Description Electrical Engineer

Reports to: Design Manager, Mt. Vernon Plant

FLSA Status: Exempt

The function of this position is to create an accurate and valid detailed electrical engineering solution package. This will be based on customer provided plans and specifications that will be submitted to the customer for approval then can be released to manufacturing in accordance with PACS engineering procedures and standards.

Essential Functions:

1. Review the opening order, job specifications and general drawings with review team as well as access archived jobs for similar equipment types.
2. Work up high-level and critical designs and review details produced by designers.
3. Verify the completeness of the electrical bill of material for the project.
4. Continuously monitor and support the drafters and designers to ensure schedules are met and procedures are followed.
5. Review and check the complete drawing package prior to submittal & release, and resolve any outstanding questions or issues that arise during design review.
6. Interface with the customer and management team on all technical issues that arise during design and manufacture.
7. May require the performance of other essential functions depending upon work location or assignment.

Desired Skills and Experience:

- Bachelor and/or Master's Degree in Electrical Engineering.
- 3-5 years' experience in a manufacturing (job shop) environment.
- Professional Engineer (PE) certification.
- Strong analytical, communication (written and verbal), and project management skills with a desire for continuous improvement.
- Analytical skills (proficient with Excel).
- Excellent interpersonal skills and ability to interact with peers, executive management and external auditors.

Versed in:

- SolidWorks/AutoCAD
- Microsoft Office
- ERP system discipline (i.e. Bill of Material & Routers)
- Drafting standards and representation.
- New product design & development process
- Symbols and terminology used in electrical & mechanical engineering drawings
- Structural sheet metal design and detailing.

Ability to:

- Be extremely attentive to detail
- Prepare engineering drawings from sketches, verbal descriptions, specifications, and technical information
- Produce neat, precise, well-balance drawings using computer-aided drafting software. Perform mathematical calculations using fractions, percentages, proportions, and algebra.
- Communicate orally in the English language with engineers, drafters, and manufacturing personnel using a telephone and in face-to-face, one-to-one settings
- Comprehend and make inferences from material written in the English language
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service
- Perform the physical and mental requirements of the job: writing, talking, listening, seeing, interpreting, analyzing, coordinating and independent judgment

Company Snapshot: PACS Switchgear, LLC is a leading customer designer and manufacturer of medium voltage metal-clad switchgear and companion products for industrial users. PACS is a niche business with under \$20M in sales and two locations.