



Job Title: Department Manager, Electrical and Instrumentation Engineering
Reports To: Director of Engineering
FLSA Status: Exempt

Summary: The Electrical Engineering group is seeking a Department Manager with senior level electrical engineering experience, excellent leadership, organizational, and interpersonal skills, and a diverse background in heavy industry and utilities, including extensive experience leading projects involving the design of electrical substations.

Responsibilities:

- Perform duties as a Department Manager
 - Determine work procedures, prepare work schedules, assign duties, and expedite workflow.
 - Provide technical expertise to department members to guide the execution of projects.
 - Issue written and oral instructions.
 - Provide guidance to maintain high departmental standards for safety, project accuracy, neatness and conformance to policies and procedures.
 - Responsible for the development of department scopes of work and cost estimates for all project proposals.
 - Responsible for the successful completion of appropriate and defined engineering deliverables within the allowable project budget.
 - Develop resource requirements to maintain appropriate staffing levels and competencies as well as addressing staff training needs and requirements.
 - Project out department manhour spending for all projects and determine staffing levels.
- Provide Technical Lead experience designing heavy industry, utility and high voltage substation and transmission line projects.
- Provide technical knowledge to the department with the development of the following types of engineering/design functions:
 - Sizing and specifying medium and low voltage electrical distribution equipment
 - Single line diagram development
 - Relay protection schemes and programming
 - Motor/panel wiring diagrams
 - Sizing cable tray, conduit and power cable
 - Arc Flash Analysis, Load Flow calculations, Relay Coordination Studies, etc. using electrical power systems analysis software (SKM)

Requirements:

- Bachelor of Science or Masters in Electrical Engineering
- 15+ years of electrical engineering experience in the utility and heavy industry markets
- Current Professional Engineer (PE) License
- Strong interpersonal skills
- Previous experience in a managerial or project/discipline lead position directing the work of others.
- Electrical modeling software experience (SKM)
- Ability to successfully pass government security checks.