

## **JOB DESCRIPTION**

### **Title**

Electrical Controls Engineer

### **Status**

Exempt, Full Time

### **Reports To**

Engineering Manager

### **Purpose**

Planning, designing, programming, testing, and starting automated systems. Ensuring systems meet high quality standards, internal and external specifications, and established budgetary estimates.

### **Duties and Responsibilities**

- Customer Experience Lead
    - Provide communications and collaborations with customers as requested.
    - Communicate customer concerns to project managers that impact the success of the project.
  - Resource Planning
    - Assist project managers in the procurement of required third party resources.
  - Time Management
    - Take full responsibility for meeting all established deadlines.
    - Communicate potential deviations with project managers.
  - Budget Management
    - Maintain assigned budget to include labor, materials, and third-party services.
    - Identify scope changes and submit change order requests to project managers as needed.
    - Seek opportunities for additional project revenue and submit to project managers.
  - Quality Assurance
    - Ensure products and services meet or exceed the company's high standards.
    - Communicate concerns and deviations to standards with project managers.
  - Risk Management
    - Communicate issues that jeopardize the project.
    - Identify and communicate risks early and assist in resolution as needed.
  - Reporting
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- Maintain and report status, forecast, issue resolution, and deviations to project managers.
- Complete daily timesheets documenting project hours and other activities.
- Sales Support
  - Assist sales in the estimating and scope process as requested.
  - Provide technical information as requested.
  - Assist sales with on-site technical presentations as the subject matter expert as requested.
- Technical Contribution
  - Provide design, programming, testing, and startup duties as assigned.
  - Contribute to product development, technical improvement processes, and innovation.

### **Qualifications**

- Minimum 2 years of proven successful working experience in electrical controls engineering.
- 4-year technical degree in related field.
- Solid organizational skills to include attention to detail and multitasking.
- Minimum 2 years experience designing industrial control systems.
- Minimum 2 years PLC programming experience.
- Minimum 2 years AutoCAD experience.
- Minimum 1 year experience with robotics and vision systems.
- Knowledge of IEEE, NFPA, and relevant standards.
- Competent use of relevant software including Microsoft Office, Gantt charts, and related tools.

### **Preferences**

- A natural and determined desire to serve customers in a positive and professional manner.
- Thrives on the challenge of multitasking, engineering design, and innovation.
- Confident and persistent problem solver eager to learn.
- Strong team player.

### **Performance Measurements**

Performance will be measured by:

- Customer overall interaction experience.
- Meeting or improving required schedules and assigned estimates.
- Meeting or exceeding quality standards and specifications.
- Meeting or improving budgeted project estimates.
- Ability to contribute in cross functional environment.
- Continuously demonstrate and promote a culture of ownership thinking.

**Direct Reports**

No direct reports.

Approved By:

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Frank Flores, CEO

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Date

Accepted By:

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Employee

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Date