

**ELECTRICAL ENGINEER (Class Code 7539)**  
**TASK LIST - 2021**

1. Plans activities such as expenditures (budgeting), personnel matters, training needs, staffing needs, workloads, priorities, job assignments, and schedules of an engineering and technical group in order to accomplish goals of the group.
2. Allocates and restructures work such as impact studies, planning, design, specifications, contracts, safety assurance, construction, testing and commissioning, quality and control assurance, maintenance and operations, depending on workload of an engineering and technical group to ensure work is distributed fairly and equally.
3. Performs staffing functions such as interviewing, hiring, recruiting, training evaluating work performance, and establishing and justifying need for personnel while considering MOU, Equal Employment Opportunity, etc. issues in order to justify and maintain proper staffing levels.
4. Directs the technical and administrative activities of an engineering and technical group such as assigning, reviewing and monitoring work, determining how the technical needs of the job can be met, motivating and disciplining employees, and providing guidelines and setting limits on the work of employees in order to effectively manage the group.
5. Controls the activities of an engineering and technical group through job management activities such as assigning work, coordinating group activities with individuals in other disciplines, estimating job needs, making schedules, and prioritizing work to ensure job plans are met as scheduled, taking corrective action when necessary, and reviewing and expediting the workload in order to accomplish the goals (e.g. budgeting and scheduling) of the group.
6. Supervises or performs the technical or administrative activities such as electrical engineering design, telecommunications engineering, testing and commissioning, quality assurance, power system studies, analyses and planning, contracts and specifications, power system operation and maintenance, project management, economic studies, protective relay systems and remote terminal unit system, transmission and distribution systems, receiving, switching, distributing, industrial and commercial stations and generating plants, pumping and water treatment plants and other major structures; coordination of environmental, legislative, regulatory and compliance, cyber security matters that relate to the power system when required in order to accomplish departmental goals and objectives.
7. Communicates department goals, policies and procedures to staff, aligns group goals with department goals, and keeps management informed of group activities.