

ECOM Engineering Inc.  
Job Description

**Title:** Engineer I  
**Revision Date:** January 6, 2020  
**Status:** Exempt  
**Reports to:** Principals

**Summary**

Under close and frequent supervision, incumbent assists Engineers by performing the routine aspects of electrical engineering assignments, subsequently providing familiarity with the programs, staff, and operating procedures of the company.

**Duties and Responsibilities**

*The following reflects management's definition of essential functions for this job but does not restrict tasks that may be assigned. Management may assign or reassign responsibilities to this job at any time due to a reasonable accommodation or other reasons.*

- Performs electrical design calculations (i.e. low/medium voltage power distribution systems, lighting, security/fire systems, data/telecommunications systems, etc.), sketches, technical comparisons and similar technical work as required by assignment.
- Coordinates project assignments with those of other Engineers and Project Managers in his/her group.
- Review drawings supplied by vendors, clients, and engineers and architects and recommends necessary changes.
- Researches code issues and works with City, State, and County officials.
- Researches design options and documents findings for Engineers II, III, IV, and Project Managers.
- Assists with duties assigned by Project Managers.
- May attend kick-off and design review meetings and interacts with clients at his or her level of experience progresses.

**Knowledge, Skills and Abilities**

- Knowledge of Autodesk AutoCAD software. REVIT software experience a plus.
- Knowledge of Microsoft Word and Excel
- Ability to provide and follow written and verbal directions/instructions.

**Credentials and Experience**

- Bachelor's Degree in Electrical Engineering. Possess EIT certification, or have the ability to take the Fundamentals of Engineering exam within six months of hire.

- Five years of working experience with Microsoft Word and Excel.
- *At the discretion of management the following work experience may be accepted in place of a Bachelor's Degree.* Two year technical degree and minimum of six years of first hand experience in the design of all phases of power distribution, standby generation, lighting and auxiliary systems (i.e. nurse call systems, data systems, fire alarm systems, etc.).