

COMPANY BACKGROUND

ATSR is a nationally recognized, multi-disciplinary planning, architectural, and engineering firm specializing in planning and design of educational facilities. We thrive in creating long-term relationships with our clients, some for more than 71 years. Our 78 years of continuous service is testimony to the comprehensive in-house disciplines and single-source responsibility which we provide to our clients.

POSITION OVERVIEW – Director of Electrical Engineering

The Director of Electrical Engineering plays a key role in the successful execution of projects. Reporting to the Partners of ATSR, this individual will provide technical and engineering excellence and guidance to department engineers and designers, to ensure successful delivery of work to our clients. The Director of Electrical Engineering is responsible for a high level of client satisfaction by ensuring expectations are clearly communicated and managed – both externally and internally. The successful candidate will also contribute to a dynamic team environment by being proactive, communicating clearly and frequently, and modeling a highly collaborative working environment as well as signing electrical plans, specifications and documents.

TYPICAL RESPONSIBILITIES

Specific responsibilities will include, but not be limited to, the following:

- Prepares engineering documents and equipment specifications to meet contracted scope of work and to ensure application of Electrical Power, Lighting and Systems Design and Principles as well as Data, Low Voltage, Security, Paging and clock systems.
- Basic understanding of Architectural, Mechanical, Civil and Structural Engineering construction practices.
- Has a working knowledge of cost/value for electrical building components for assigned scope of work and is accountable for ensuring we stay within scope.
- Will serve as project manager for complete projects, overseeing a project team.
- Guides and supports the Electrical engineers and designers and sets standards for the department.
- Performs quality control reviews of prepared plans, specifications, and documents.
- Support the business development process through input to proposals, meeting and presenting to prospective clients, etc.
- Provides work direction to other team members, including subcontractors, as assigned.
- Approves final equipment selections and drawing submittals.
- Provides technical and engineering support to other departments/disciplines.
- Construction administration- leading and attending meetings, reviewing change orders, responding to RFI's.

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- Experience with AutoCAD and REVIT.
- Strong knowledge of NEC and other relevant codes.
- Strong knowledge of Technology Systems design or have RCDD certification.

KEY PERFORMANCE CHARACTERISTICS

Getting Organized

- Is well organized, resourceful, and planful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.
- Organizes the Electrical department in a way to meet project deadlines and maintaining a high quality of prepared documents. Focusing on Action and Outcomes

Focusing on Action and Outcomes

- Attacks everything with drive and energy with an eye on the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything he/she starts. Communicates frequently with electrical team and other disciplines within the office.
- Focusing on the Customer
- Identifies and anticipates customer requirements, expectations, and needs. Creates systems and processes that make it easy for clients to do business with the company. Ensures that client issues are resolved and cares about meeting the clients needs.

Communicating Effectively

- Writes and presents effectively; adjusts to fit the audience and the message; strongly gets a message across. Collaborates with others to providing solutions to resolve issues.
- Influencing Others
- Ensures that proposals or arguments are supported by strong logic and a compelling business case, addressing all relevant factors. Identifies the agendas, concerns, and motivations of others. Coordinates on the teams design to provide the best building systems for out clients needs.

Builds Relationships

- Treats people with respect; relates well to people regardless of their organization level, personality, or background. Encourages others to express their views, even those contrary to current thinking. Is committed to building long lasting relationships with others within the firm and our clients.

EDUCATION

Bachelors' degree in Electrical Engineering is required. Professional Engineering Registration is also required. 10+ years of experience preferred.

Requirements

KNOWLEDGE, SKILLS & ABILITIES

The successful candidate will have a pragmatic and applied approach, while at the same time bringing a creative examination of client needs and solutions. This person will have strong interpersonal skills to enable effective interaction with Designers, Engineers, and Project Managers. This person will also possess strong communication skills, and influencing skills, and has demonstrated the maturity and self-confidence to work with colleagues and customers. The level of seasoning we are looking for likely comes with a minimum of 10 years of experience following graduation. The successful candidate will be naturally collaborative and possess the ability to assimilate a range of ideas, programs, or alternatives into a set of recommendations. This person will be self-directed but thrive in an environment where consultation leads to superior outcomes. Additional qualifications the successful candidate will possess include:

- Effective meeting management skills.
- Strong attention to detail.
- Adaptable and agile, responsive to quick changes in direction.
- Ability to establish rapport and credibility with clients and other stakeholders.