



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title: Electrical Engineer Date: TBD
Division: Program Operations & Strategic Planning
Reports To: Design Studio Managing Director
Grade Level: 18
FLSA Status: Exempt ☒ Non-Exempt ☐
Employment Status: Full Time ☒ Part Time ☐ Temporary ☐ Intern ☐

Job Summary

Under the direction of the Design Studio Director, the Electrical Engineer will be responsible for designing and developing the installations of electrical systems for school construction projects. This position ensures all electrical work meets applicable codes, safety standards, and functional requirements for New Jersey educational environments. This position's responsibilities are performed on essentially all SDA Capital Portfolio projects at appropriate stages during their development and advancement. This position requires excellent communication and organizational skills to work on multiple projects of varying sizes and types, ranging from conditions deficiency projects to major additions and renovations as well as new schools. Residency in New Jersey is a requirement for consideration for this position.

Essential Duties and Responsibilities

1. Develop electrical system designs, including lighting, power distribution, fire alarm, lightning protection, fixture selection, control layouts and communication systems, tailored to school facilities.
2. Assist in the preparation of project budgets and cost estimates related to electrical systems.
3. Provide technical support and guidance to construction teams during the construction phase.
4. Preparation of engineering design documents for school facilities projects, including feasibility studies, conceptual design, schematic design, and bridging design documents
5. Coordination of engineering design work with site/civil, architectural, and other engineering systems design
6. Review of SDA project designs for conformance with project requirements and SDA standards
7. Review of design documents prepared by outside design consultants for conformance with project requirements and SDA standards
8. Provide responses to Bidder Questions and RFI's, review of construction submittals, and review of change requests submitted by General Contractors and Design-Builders
9. Assist in resolution of design issues that may arise during the Design-Build Design and Construction Phases, including necessary modifications to ensure consistency with SDA standards
10. Performance of detailed analyses of issues, including those relating to technical design and construction, matters; Prepare draft reports that appropriately convey information to others less familiar with the matter and make recommendations based upon the analyses.

11. Assist in development, updating, and application of SDA Standards related to their respective discipline(s) including preparation of Materials and Systems Standards, standard specifications, and Design Bulletins
12. Experience with Electrical System Commissioning is desired.

Required Skills and Abilities

1. Outstanding communication, analytical and problem solving skills with demonstrated ability to comprehend and interpret program requirements.
2. Strong interpersonal and collaboration skills to work effectively with both internal and external partners.
3. Outstanding organizational skills to successfully and simultaneously undertake multiple project assignments. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with professional staff, both individually and as a team.
4. Proficient in the use of Microsoft Office products (Word, Excel, PowerPoint, etc.)
5. AutoCad proficiency is desired.

Required Education and Experience

1. Bachelor's Degree in Electrical Engineering or a related field
2. Professional Engineer (PE) license preferred
3. Minimum 7-10 years of experience in electrical engineering, with a focus on K-12 schools, or similar educational facility projects.
4. Knowledge of National Electrical Code, construction codes, and the regulatory environment affecting school planning, design, and construction. Knowledge of New Jersey Building Codes (NJ UCC, NJ Best Practices, and NJSA 6A:26) highly desirable.

Physical Demands

Periodic construction worksite visits that may require physical activities such as, climbing ladders and walking significant distances, etc.

Certificates and Licenses Required

Valid Drivers' License