



## ELECTRICAL ENGINEERING MANAGER JOB DESCRIPTION

Morrow-Meadows Corporation is accepting applications for a full time Electrical Engineering Manager to work with a growing in-house electrical engineering and design team. This position will require a hands-on individual who can meet the job duties listed below and work with minimal supervision. Candidate should also have recent experience working for an Architectural/Engineering firm designing electrical systems for facilities/buildings, and should be familiar with medium voltage distribution, substations, interior/exterior lighting including lighting control systems, interior power distribution, and special system coordination.

### *Responsibilities:*

- Work with and supervise an in-house Electrical Design Team
- Review progress of designs to insure design is following project criteria
- Be proficient in all pertinent design software (including AutoCad, Revit and ETAP) that may be required to complete the electrical design
- Have a working knowledge of all relevant codes including but not limited to CBC, CEC, NEC, Los Angeles Electrical Code, NFPA-72, CCR Title 24 Part 6, Part 11, and Cal Green
- Be responsible for entire Electrical Design Process from concept to complete drawing package ready for submittal to relevant plan check agencies
- Follow up with plan check to insure all correction requests are valid and insure corrections are put in place to provide a complete and code compliant document set
- Participate in the issuing of tailored specifications as they relate to the Electrical Design on each specific project
- Collaborate with project detailers to insure installation details are code/spec compliant
- Supervise Electrical Designers on smaller projects and portions of larger projects assigned to them
- Assist Electrical Designers with proper file management and company archiving policies
- Coordinate with Architects and relevant trade designers to insure proper integration of file structure, backgrounds and the issuance of design submittals and follow on bulletins
- Develop and organize standard installation details and calculation
- Mentor and develop team members

### *Requirements:*

- Engineering Degree with PE License in California preferred
- Willing to pursue licenses in adjacent states
- Health Care and Education/Institutional experience desirable
- LEED Accreditation a plus
- Experience working in a fluid and highly collaborative problem-solving environment

- Possess strong organizational and communication skills
- Ability to travel as needed to San Diego, Northern California and Oregon offices

### **Benefits:**

Attracting and keeping the most talented people in the industry is a key to the stability and success of our corporation. Morrow-Meadows Corporation has structured our benefits package to ensure our employees are well compensated for their time and effort. Listed below are some key benefits all employees enjoy:

- Three Medical Benefit Options
  - HMO – Health Maintenance Organization
  - POS – Open Access Managed Care
  - HSA – Healthcare Savings Account
- Dental Insurance
- Basic Life Insurance and Accidental Death & Dismemberment
- Wellness Program
- 401 (k) Plan with employer matching contribution up to \$5,000 per employee annually
- Flexible Spending Account
- Long Term Disability Insurance
- Eight paid Holidays plus your birthday
- Paid Vacation
- A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
- The compensation package will be commensurate to the experience and requirements of the position

### **In addition to the benefits offered above you will also gain the following:**

- The ability to learn extensively on the cost side of engineering
- The ability to learn about best practices related to methods and materials from an established electrical contractor
- Familiarity with value engineering options from the electrical contractor's perspective
- Confidence knowing you work for a 53-year-old family business that is financially strong and cares deeply about its employees

### **Office/Location:**

231 Benton Court  
City of Industry, CA 91789  
909-598-7700

### **Contact information:**

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