

POSITION: ELECTRICAL ENGINEER

BASIC FUNCTION OF POSITION

The incumbent's primary responsibility is to maintain and operate the Electrical Power Control system (EPC) including other systems such as, Electric Power Distribution System, Emergency Power Generation, sophisticated Relay logic Controls and Programmable Logic Controllers (PLC) systems related to electrical power generation and distribution. The incumbent will be required to program various control sequences that will control and/or acquire data for reports. The incumbent shall be available to work on all emergency situations on a 24-hour per day, seven days a week basis.

MAJOR DUTIES AND RESPONSIBILITIES

1. A. Maintains and operates the EPC and other building electrical systems. Included but not limited to, fire alarm, automatic transfer switches, relay logic controls and PLC system for switchgear. Medium Voltage transformers and motor control center. Produce computer generated reports from the EPC on the controlled systems. Perform repair and maintenance on the EPC as per the maintenance plan and manufactures recommendations. Perform periodic checks and inspections on all the components related to EPC and other electrical systems. Ensures the system is in proper working order. Ensures proper use of time, tools, materials, parts and provide data on all completed preventive maintenance task, spares, and consumables. 50%
- B. Analyzes EPC system, drafts and submits reports to the Facility Manager (FM) detailing operational proficiency. Reports consist of power consumption, evaluations and historical data reviews, depicting systems performance measurements. Reviews reports and logs generated by the EPC to analyze the systems performance and reports to the FM. Provides contractor design information for proposed renovation or new construction work and assist maintenance staff in the performance of in-house projects. 25%
- C. Prepares Statement of Work (SOW), develop plans and specifications for new construction and renovation work, prior to Request for Proposal (RFP) from contractors. Plays a major role in the selecting process of contractor may analyzing contractors bid for technical accuracy and make comments and recommendations as to the contractors ability to perform stated work. Monitors contractors work for providing products and services as per plans and specification. Writes acceptance reports, develops punch list, test, and inspects as required to provide good quality services and construction. 15%
- D. Assist in the development and implementation of a comprehensive Reliability Centered Maintenance (RCM) program for building systems equipment and associated control devices with in the FM area responsibility. 5%
- E. Contributes to the safety program of the Mission, inspect Government buildings to ensure that safety and wellness standards are met. Insures work does not present health problems or risk of injury to workers or other employees or visitors. 5%