



Job Description

Title:	Junior Electrical Engineer	Date Modified	May 1, 2023
Reports To:	Manager Building Services Engineering	Wage Range	TBD
Team:	Building Services		

ABOUT THE ROLE

The Junior Electrical Engineer will be responsible for applying their technical expertise to specific project work to ensure our clients are getting technically sound, quality information to support the needs of their project. The Junior Electrical Engineer will be a team player, supporting peers, and participating in growth initiatives for co-workers.

The Junior Electrical Engineer may have opportunities to exhibit leadership and project management skills as they take the lead of a certain project. Organizational skills, determination and professionalism will be at the forefront of ensuring these tasks are done successfully.

As a Junior Electrical Engineer, you will provide services to clients in Building Services, and you will have significant expertise in:

- Incoming building services(power, telephone, fiber optic, cable TV).
- Power distribution systems
- Lighting and lighting control
- Back-up generators and distributed generation (combined heat and power systems)
- Fire alarm
- Security and Public Address
- IT infrastructure
- Tenant fit-up
- Base building engineering
- Electrical feasibility studies, including system upgrades and equipment assessment.
- Technical documentation: Specification / Bill of Material / Inspection plan / Reports.
- Project administration: Change notice / addendum / site visits / meetings / reports / RFIs.



ABOUT YOU

- **Work Ethic** – You understand what hard work and dedication lead to success.
- **Adaptability** - You are not only a contributing member of the team, but you are a go-to person. People feel comfortable coming to you because they know you will listen and act accordingly.
- **Professional Expertise** - You are the expert in Electrical Engineering and are passionate about staying on top of building code requirements, forward-thinking initiatives, and progressive Engineering offerings.
- **Innovative**- You value change and are continuously looking for new ways to do things to ensure that the project management and delivery will support the business strategy for the sustainability of the organization.
- **Accountable** - you don't shy away from accountability. You like to get your hands dirty to get things done and take full responsibility to ensure the quality of work is high and deadlines are met.

KEY RESPONSIBILITIES

TECHNICAL DESIGN (50-75% of time)

- Prepare documentation to support Site Plan Approval and Building Permit process
- Prepare feasibility studies and assessment reports.
- Create specifications, data sheets, bill of materials
- Prepare power layout drawings, schematics, wiring drawings, and harness drawings.

PROJECT MANAGEMENT (15-25% of time)

- Lead assigned projects to ensure quality standards and timelines are met.
- Complete all required project management and sign offs tasks, as required.
- Exercise schedule and cost control
- Coordinate the billing cycle of the projects

PROJECT ADMINISTRATION (10-20% of time)

- Provide full cycle of engineering assistance and field support during installation, commissioning and project close out.
- Complete project administration documentation/records as required, including change notice / addendum / site visits / meetings / reports / RFIs.

EDUCATION/QUALIFICATIONS:

- University Degree in Electrical Engineering – This requirement is mandatory.
- A valid P.Eng. Designation in the Province of Ontario is an asset.
- PMP Designation is an asset



- LEEP AP is an asset

TECHNICAL EXPERTISE REQUIRED:

Excellent experience and understanding of:

- Ontario Electrical Safety Code
- Fire Code
- Building Code
- Proficient with electrical engineering design process
- Solid understanding and proof of experience in electrical Engineering

OTHER REQUIREMENTS:

- Displays a high level of accuracy and attention to detail of their work.
- Has experience leading a team or a project is an asset.
- Demonstrates care for the work they do.
- Open to collaboration and teamwork
- Possess excellent communication skills