

JOB DESCRIPTION

Job Title: Electrical Designer - ON

Department: Engineering

Reports To: Engineering Manager

Status: Non-Exempt

Date Issued: March 2022

SUMMARY:

Responsible for taking the proposed equipment design and completing the electrical design for the purposes of generating drawings and a bill of materials. The Electrical Designer is also responsible for maintaining the design tools, templates, and processes for design efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide electrical schematics and construction documentation for water and wastewater system designs using CAD software, ERP system, Excel, Word, and various other design systems as required.
2. Ensure system designs follow applicable electrical standards.
3. Work with Production, Testing, Purchasing and Field Startup to resolve questions/issues that arise.
4. Visit production while the project is being built to ensure the system is being constructed as per the documentation.
5. Support Applications Engineering in the generation of proposals.
6. Provide support in preparation of a system operating manual.
7. Ensure system design follows required customer and Newterra specifications, budget, and timelines.
8. Develop designs to ensure serviceability, manufacturability, and design efficiency.
9. Provide regular status communication to management and team members.
10. Work with Project Team to coordinate Engineering documentation and to implement Engineering changes.
11. Participate in technical discussions and decisions with project teams.
12. Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in meetings as required for projects and other organizational requirements.
- Continue to improve tools to increase efficiency in job function.
- Coordinate with other engineering functions for system integration.
- Responsible for performing duties in a safe manner and promoting safety to others in accordance with Newterra's safety policies and procedures. This includes reporting all safety concerns, near-misses, and incidents.
- Adhere to the company processes as detailed in Newterra's online systems and programs and bring

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forward ideas for continuous improvement.

- Responsible for completing all assigned training applicable to the position in the appropriate timeframe.
- Complete all responsibilities while ensuring adherence to Newterra's Delegation of Authority.

MINIMUM QUALIFICATIONS:

- Technologist diploma or related certification required.
- Minimum 3 years of experience as an Electrical Designer, preferably in a manufacturing or water utilities environment.
- Excellent working knowledge of PLC's, power distributions, motor controls, Instrumentation wiring and NEC/CEC standards.
- Experience using SolidWorks Electrical is preferred.
- Competent in Microsoft Office to include Word, Excel, PowerPoint, and Outlook.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work collaboratively with others to achieve a common goal.
- Self-motivated with a positive attitude.
- Ability to work independently.
- Good written and oral communication skills.
- Excellent problem-solving skills.

PHYSICAL DEMANDS:

Regularly required to sit for prolonged periods; frequently required to stand, walk, and use business equipment daily such as a computer, copier, telephone, etc.; occasionally required to reach overhead, bend, and lift objects of up to 15 lbs. Complex thinking and analysis required with the ability to convey complex information clearly and concisely.

WORK ENVIRONMENT

Generally, works in an office environment. However, may be required to visit shop floor and client sites and be exposed to manufacturing elements such as loud noise, hazardous equipment, and materials. Company safety standards must be always followed.

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