



### Job Description Form

**Location:** Nashville, TN

**Job title:** Electrical AutoCAD Designer

**Reports to:** Engineering Service Manager

**Level/Grade:**

**Type of position:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Exempt |
| <input type="checkbox"/> Part-time            | <input type="checkbox"/> Nonexempt         |
| <input type="checkbox"/> Contractor           |  |
| <input type="checkbox"/> Intern               |  |

**General Description:**

Design complex control systems in accordance with Edison Automation and UL508 standards to meet defined company goals and objectives as they relate to schedule, customer satisfaction, sales revenue and gross profit margins, resource utilization and productivity.

**Job Duties:**

**Core Duties and Responsibilities:**

- Perform project lead duties for CAD group
- Develop schematics and panel layouts for control projects given a quoted Bill of Material and I/O list
- Develop, modify CAD drawings to support project work
- Develop and implement CAD standards
- Organize and maintain library of drawing block objects
- Create submittals packages, O & M manuals for projects
- Able to quickly grasp new and complex situations and technologies, appetite for knowledge and self development
- Able to interface with engineers and technicians, address issues as they arise, resolve conflict, excellent communication and interpersonal skills
- Work as part of team, willing to share knowledge
- Follow established project management policies and procedures
- Take pride in job performance

**Additional Responsibilities:**

- Continue to live by the guidelines outlined in our Manifesto and hold yourself and your peers accountable to the Manifesto standards.
- Develop internally by gaining a broader understanding of the Strategy Map and BSC.
- Manage your Manager.

**Accountabilities:**

- Project execution... on time, on budget, on spec.
- Client satisfaction during execution of project assignments.

- Maintain satisfactory “effective” utilization rate and productivity.
- Project completion and documentation sufficient to provide effective, long-term support to clients.
- Improved alignment with Manifesto, Strategy Map, and BSC.

**Job Specifications:**

- Technical Skills
  - Proficient using AutoCAD Electrical software in the design of control systems
  - Understanding of basic electrical and control theory
  - Experience using control hardware (PC’s, PLC’s, OIT’s, relays, isolators etc.)
  - Perform calculations to size components per applicable codes
  - Utility processes and equipment
  - Ability to work quickly and accurately
  - Knowledgeable of NFPA 79, NEC and UL508A standards
- Active listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Decision Making
  - Analyzes situations and issues in a rational and logical manner
  - Is innovative and willing to explore alternative ideas
  - Makes decisions in a timely manner
  - Stands accountable for results and decisions
  - Focuses on important information without getting bogged down in unnecessary detail
  - Understands complex concepts and relationships
  - Involves others in plans and decisions that affect them
  - Bases decisions on reliable information and data