



Job Summary

Job Code	ELEC720-M01	Date	2021/02/17
Title	Electrical Engineering Manager	Department	Electrical Engineering
Work Type	Full Time	Location	Memphis, TN
General job Tasks	<ul style="list-style-type: none"> • Accomplishes electrical engineering human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. • Achieves electrical engineering operational objectives by contributing electrical engineering information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining administrative system improvements; implementing change. • Meets electrical engineering financial objectives by forecasting electrical engineering requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. • Develops strategic electrical plans by studying operational plans; studying existing conditions; determining needs to accomplish operational plans; mapping solutions; updating and modifying requirements and solutions; preparing cost estimates and budgets. • Plans electrical projects by determining specifications; selecting contractors; establishing installation schedules; planning shutdowns and installations; integrating requirements with architectural and mechanical designs; verifying code requirements; updating cost estimates. • Completes electrical projects by supervising installations, resolving design issues. • Maintains safe and healthy work environment by establishing, following, and enforcing standards and procedures, complying with codes and legal regulations. • Updates job knowledge by remaining current on codes and requirements; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. • Accomplishes engineering and organization mission by completing related results as needed. 		
Responsibilities	<ul style="list-style-type: none"> • Hiring, firing, and promoting departmental employees. • Taking disciplinary actions with departmental employees. • Approving project and departmental cost expenditures. • Approving departmental employee cost reimbursements. • Approving departmental time sheets. • Signing non-disclosure agreements with sub-contractors. • Approving departmental overtime. 		
Qualifications	<ul style="list-style-type: none"> • Bachelor's in mechanical engineering • 3 to 5 years of Management experience required • Combined experience of at least 10 years of Electrical Engineering • The ability to travel anywhere in the world. 		