

Job Title: Director of Electrical Engineering
Reports To: VP of Engineering

FLSA Status: Exempt

The Director of Electrical Engineering manages and schedules the local discipline team, collaborates with other Directors/Managing Partners/Project Managers in leading projects, accomplishing goals and objectives related to the Electrical Engineering discipline, participates in the hiring/annual review process, and coordinates mentoring/training opportunities for BKV electrical staff. Reporting to the VP of Engineering, the Director of Electrical Engineering administers policies approved by the Board of Directors while serving as lead engineer responsible for the overall design, documentation, certification, management, and client engagement of the local discipline projects.

Primary Responsibilities:

- **Senior Electrical Engineer**
 - Works as the lead Senior Electrical Engineer on assigned projects, responsible for the technical accuracy and completion of the electrical documents.
 - Work with the VPE and Project Managers to comply with requirements on project deliverables, schedules, and discipline budgets and work toward resolution when these project commitments are not being fulfilled.
 - Meet with BKV clients and project team to review owner's electrical engineering needs and provide options for review and direction. Analyze, develop and prepare the electrical calculations, design requirements and specifications to determine the best and most appropriate designs to meet client expectations, code requirements and all life and safety considerations.
 - Prepares and/or directs the preparation of the project design documents working with the team of Engineers, EITs and Designers. Responsible for the design process coordination of the electrical engineering discipline with other discipline leaders on projects and with BKV standards.
 - Sign and seal the electrical engineering plans and specification for assigned projects.
- **Hiring Electrical Engineering Staff**
 - Work with the VP of Engineering (VPE), VP of Operations (VPO) and VP of Professional Services (VPPS) to provide recommendations for new hires, in both experience level and number, as well as staffing adjustments as required.
 - Participate in and provide recommendations for interviews with the VPE, VPPS and others as required.
- **Scheduling Electrical Engineering Staff**
 - Manage project team assignments for local discipline staff.
 - Conduct and/or participate in a weekly team meeting with all discipline staff in all practice sites. Discuss scheduling requirements to meet upcoming deadlines, availability and allocation for various project needs.

Ensure staffing is updated in Unanet each week for regional discipline staff. Staffing shall be allocated monthly in Unanet at a minimum.

- Notify the VPE and regional VPO of staff availability for project work or of upcoming shortfalls for project needs.
- **Weekly Practice Site Leadership Meeting**
 - Attend weekly meetings conducted by the regional VPO with the Managing Partners/Discipline Directors/Project Managers to identify and discuss project schedule resolution.
 - Review weekly scheduled revenue goals.
 - Communicate required information from the meeting to discipline staff.
- **Employee Review Process**
 - Conduct annual review meetings and 90-day reviews for discipline staff and others as assigned by VPPS.
 - Coordinate with the VPE and VPPS for recommendation of staff promotions of position and leadership levels, in preparation for year-end annual reviews. Coordinate annual salary reviews with CFO/VPPS/VPE.
- **Mentoring and Training**
 - Coordinate with the VPE for mentoring and training opportunities for discipline staff. Advocate for attendance by staff at required/critical BKV training sessions.
- **Document and Detail Standards**
 - Assist in the oversight of the development and maintenance of discipline drawings standards and details. Meet with the VPE, VPO and BIM Manager to review discipline standards and proposed updates.
- **Quality Assurance**
 - Know and uphold the use of the BKV quality assurance process and standards.
- **Business Development**
 - Assist/participate in business development related activities at the request of the VPE/Managing Partners/BD staff related to development of the discipline practice group revenue goals and marketing plans.
- **Communication**
 - Maintain professional verbal and written communication.
 - Support BKV leadership with proper communication to team members regarding special requests or directives from the Board.

Qualifications:

- Bachelor's or Master's Degree in Electrical Engineering, or equivalent.
- Professional license required.
- 10-15 years of experience as a licensed engineer for the built environment.
- Expert Knowledge in NFPA70 (NEC) code & Energy Code.
- Knowledge in IBC, NFPA72, NFPA101 & NFPA110.
- Able to use the following design software at a professional level: Lighting Calculation (AGI), Energy Code (ComCheck), Power System Analysis (SKM), Generator Sizing (Cummins or others); and Revit MEP.
- Experience with Bluebeam, BIM360, and Microsoft Office Suite.

Job Description – Director of Electrical Engineering

- Thorough attention to detail, highly effective communicator and collaborator, and excellent people leadership and project management skills.
- Ability to write reports and professional correspondence, present information, express ideas and suggestions, and respond to questions.
- Certification or experience in sustainable building design a plus.