

## ELECTRICAL ENGINEERING INTERN

### General Statement of Duties and Responsibilities

Under direct supervision, performs elementary electrical engineering work in the field, office or laboratory and receives training in engineering work of moderate difficulty and responsibility on the Assistant Electrical Engineer level. The work and training may be in one or more of the following engineering areas: development, design, construction, inspection, operations, maintenance, etc., including associated reports and correspondence; performs related work.

### Examples of Typical Tasks

Assists in research, investigations, studies or examinations related to the electrical engineering functions of a department or agency.

Assists in the preparation of plans, drawings, specifications and estimates of quantities. Makes, traces, inks and letters drawings of acceptable standard quality. Performs advanced mathematical calculations.

Participates in routine inspection operations by observing, checking and certifying the receipt or installation of materials or equipment, and by attesting to the performance and the results of tests of materials and equipment in a laboratory, manufacturer's plant, or on a job site.

Inspects premises and the construction, demolition or alteration of structures in connection with the issuance of certificates of occupancy or other requisite or pertinent permits and compliance with the provisions of law, rule or regulation.

ELECTRICAL ENGINEERING INTERN (continued)

Examples of Typical Tasks (continued)

Participates in the operation and maintenance of public works and the preparation of recommendations for alterations or repairs.

Receives training in performing the above and such tasks as:

Supervising a small squad, unit or group engaged in the performance of elementary electrical engineering work; engaging in research investigations, studies or examinations related to the electrical engineering functions or activities of a department or agency; preparing plans, drawings, specifications; making computations, estimating costs, materials and labor requirements; participating in and/or supervising the inspections of electrical installations, material and equipment to assure adherence to specifications, plans, contracts and standards of good workmanship.

Qualification Requirements

A baccalaureate degree in electrical engineering from an accredited college. A degree in any other engineering area or in electrical engineering technology is **not** acceptable.

Direct Lines of Promotion

This is a trainee class of positions. At the end of one year of satisfactory service and training, employees in this class of positions will receive a regular appointment to Assistant Electrical Engineer (20310).