



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: ELECTRICAL ENGINEERING ASSOCIATE

DEFINITION: Under direction, develops and maintains a system of checking electrical plan, specifications and permit applications and checks plans for compliance with application laws and ordinances.

EXAMPLES OF DUTIES:

- Establishes procedures for acceptance and processing of plans and permits;
- Checks plans, obtains corrections, grants approvals, computes fees, approves changes and coordinates with other plans processed by the department;
- Consults with and advises electrical engineers and designers on electrical plans, code problems and complex installations;
- Reports on matters involving electrical demand factors for buildings and structures and the testing and determination of the effectiveness of groundings;
- Prepares calculations for prediction of demand loads of proposed buildings and structures;
- Consults with electrical engineers and contractors to resolve field problems;
- Advises and assists electrical inspectors in the inspection of complex installations;
- Conducts a periodic maintenance inspection program of industrial plants carrying maintenance licenses;
- Prepares electrical ordinance changes as requested;
- Prepares and conducts examinations of journeyman electricians and homeowners;
- Keeps records and prepares correspondence and reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college of recognized standing with specialization in engineering or possess an engineer-in-training certificate issued by the State Board of Registration for Engineers, and three years of electrical engineering experience involving the design, installation or plan checking of commercial and industrial lighting and power systems, with a working knowledge of electrical codes and ordinances.

Advanced degree in civil engineering is desirable.

A valid motor vehicle operator's license or permit.

HISTORY:

Approval/Adoption Dates: 12/19/73