



# Electrical Engineering Manager

Highland, IL

- Job Summary:** Responsible for the supervision, direction, and administration of Electrical Engineering - Power Systems Engineering. Directs and coordinates activities of the Electrical Engineering department to design, manufacture, and test electronic circuits, products, and systems by performing the following duties personally or through subordinates.
- Reports to:** Vice President of Engineering
- Essential Duties:**
- Supervises, schedules, directs workloads/jobs, and performs administrative duties for Electrical Engineers, Electrical Designers, Electrical Technicians, or other assigned personnel for the Electrical Engineering department.
  - Responsible for hiring, training, and motivating personnel. Implements and/or performs disciplinary action, recommends staffing changes, and administrative performance reviews.
  - Helps develop project quotes and schedules for product electrical development or revision.
  - Responsible for the development of electrical design procedures, work instructions, and forms.
  - Responsible for the development of electrical standard practices, ensuring proper design process is followed with peer oversight.
  - Identifies and develops justifications, and submits requests for acquisition of electrical design related product development tools.
  - Works with other Engineering Managers, Marketing, Sales, and engineering personnel during the product development or revision to ensure project/job effectiveness.
  - Responsible for the development of the product requirements, objectives, definitions, and modules for a new or revised design. This includes the estimating of the Electrical Engineering effort and materials on jobs or proposals being quoted.
  - Forecasts and administer/controls operating costs of the electrical engineering section.
  - Analyzes technology trends, human resource needs, and market demand to plan projects.
- Requirements:**
- Bachelor's degree in Electrical Engineering or equivalent.
  - 10 years related experience and/or training.
  - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
  - Ability to write reports, business correspondence, and procedure manuals.
  - Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
  - Ability to comprehend and apply principles of calculus, algebra, and statistical theory.



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- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Word processing, spreadsheets, e-mail.
- Travel as required for training, support of project tasks, product issues, or other design or job related needs.

**Contact:**

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

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