

## **Electrical Engineer - (22000EPG)**

### **DHCD is seeking a Electrical Engineer V in the Division of Public Housing's Architectural/Engineering Service Unit!**

#### **AGENCY MISSION:**

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents.

DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

#### **OVERVIEW OF ROLE:**

The Electrical Engineer who has specialized knowledge in the electrical discipline for building construction, is facile in the review of mechanical, and/or plumbing disciplines, and works on creating engineering project scopes and reviewing plans and documents for all disciplines of engineering. The Electrical Engineer has experience in review of Fire Alarms. The Electrical Engineer is also capable of providing supervision and oversight to staff engineers from multiple disciplines.

Provides supervision of, oversight of, and technical assistance to the Architecture and Engineering Service Unit (AESU) staff engineers in the disciplines of mechanical, electrical, plumbing and civil engineering as well as provides technical assistance to Local Housing Authorities (LHAs) and their consultants in preparing capital improvement plans and designing new and/or renovating existing public housing developments. Assists in the development of modernization programs, design and construction guidelines and standards, design review procedures and technical standards; conducts timely reviews of LHA consultant designer work products to ensure compliance with Bureau of Housing Design and Construction (BHDC) guidelines and standards, program criteria, and MA State Building Code requirements and other statutory or regulatory requirements.

The position requires complex and comprehensive decision-making at all stages of the projects based on thorough analysis of various competing issues –technical, financial, legal, political, etc. May conduct more thorough reviews where non-compliance is evident and/or suspected and recommends appropriate action to assure that final contract documents meet all requirements. Reviews proposed change orders during construction and conducts post-occupancy reviews to evaluate completed construction contracts and the effectiveness of consultant work products, as required and as directed by the Supervisor.

The position reports to the Assistant Director of the Architectural/Engineering Service Unit (AESU).

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **1) Leadership/Subject Matter Expertise:**

- Advises local housing authorities in the preparation of five-year capital improvement plans (CIP), including weighing priorities. Reviews the CIP submitted by local housing authorities. Provides recommendations for scope, budget, and schedule for LHA capital projects.
- Manages a portfolio of capital improvement projects including, prepares scopes of services, cost estimates, fee proposals, and schedules for design consultant in the form of a Request for Services (RFS) or Work Order or reviews such work products by LHA consultants. May participate in designer selection and designer performance evaluation process.
- In conjunction with the architect supervisor and the engineering supervisor, prepares staffing plans, assigning responsibilities, RFS schedules and reviews schedules for all engineering-related projects and determines appropriate strategies to help keep projects on schedule.
- Advises Construction Management Unit on technical merits of complex change order proposals and other contract amendments.

- Implements sustainability, resiliency, and healthy building environment strategies in capital project planning, scopes and reviews.

## **2) On-Site and Other Reviews:**

- Conducts field investigations and provides technical assistance on housing related electrical, mechanical, and/or plumbing issues for DHCD and local housing authorities.
- Conducts feasibility and technical research studies and drafts or assists in the drafting of the BHDC Design and Construction Guidelines and Standards. Trains and/or assists in the training of designers working on behalf of LHAs in the use of such Guidelines and Standards and trains in BHDC design and bidding procedures and evaluates designer performance in this area.
- Conducts an engineering review (electrical, mechanical and plumbing, etc.) of technical building drawings and specifications for compliance with applicable code and DHCD design requirements.

## **3) Document Preparation:**

- Prepares detailed in-house specifications for particular engineering building projects and for construction purposes, when requested and directed by the Supervisor.
- Prepares generic template specifications for engineering projects that are preliminary and general in scope, and require careful editing and completion by others knowledgeable in the design and construction industry, when requested and directed by the Supervisor.
- Carries out special technical studies as directed by Supervisor.

## **4) Supervision:**

The position will not supervise staff initially but may be required to supervise in the future. Should supervisees be assigned:

- Motivates staff to work creatively and effectively in fulfilling the Unit's role in meeting the Bureau's goal of the modernization and production of high-quality, healthy, sustainable, resilient, public housing.
- Performs performance reviews using the Employee Performance Review System (EPRS) evaluating staff in relation to EPRS standards and recommends methods or programs for individual staff development.
- Trains and manages a staff of Engineers in the disciplines of mechanical, electrical, plumbing and civil engineering in support of the Bureau of Housing Development and Construction's goals of designing, producing and maintaining quality public housing buildings and facilities.
- Meets regularly with staff to review and approve all actions of subordinate staff with complex or sensitive technical, financial, legal or political implications.

## **5) Training:**

- Participates in training programs and coordinates training programs for AESU staff targeted to programmatic, procedural and technical issues and designed to enhance housing development and modernization procedures and policies

## **6) Other**

- Coordinates the engineering review with the Unit's architectural review staff.
- Meets regularly with Architectural/Engineering Service Unit (AESU) Assistant Director to discuss policy issues or problems related to technical issues as well as managing and expediting the design review process.
- This role requires of travel across the state 15% of the time.

## **PREFERRED QUALIFICATIONS:**

1. Registered Professional Electrical Engineer in Massachusetts.
2. Bachelor's degree or higher in electrical engineering field is preferred;
3. At least five years of experience in the profession, including extensive design, detailing, and cost estimating experience is preferred.
4. Knowledge and experience with high efficiency, renewable thermal, solar, and other sustainable technologies for buildings and sites.

5. Knowledge of inspection techniques followed in engineering (mechanical, electrical, plumbing), projects.
6. Knowledge of safety practices and procedures followed in engineering (mechanical, electrical, plumbing), projects.
7. At least intermediate demonstrated ability to use Microsoft Word, Excel, Outlook, and PowerPoint, including but not limited to word processing, spreadsheets, email and calendars.
8. Experience with the Americans with Disabilities Act, modular construction techniques, and lead paint abatement are desirable, but not required.
9. Knowledge of electrical engineering issues and principles, particularly as it relates to fire alarm, on-site generator and electrical systems, materials, construction methods, building equipment, technical detailing of construction drawings, maintenance issues, and code requirements as they relate to housing modernization and construction.
10. Knowledge of engineering issues (mechanical, electrical, civil, plumbing), materials, construction methods, building equipment, technical detailing of construction drawings, maintenance issues, and code requirements as they relate to housing modernization and construction.
11. Knowledge of mechanical and plumbing issues and principles as related to electrical requirements and fossil fuel switching methods.
12. Experience in management of the design and construction process, particularly in the public sector.
13. Proactive capital planning skills including an ability to weigh priorities for capital improvement projects given limited funding, proposing realistic scopes, budgets and schedules for each project.
14. Ability to problem solve including analysis of issues, drawing conclusions, and making recommendations.
15. At least intermediate demonstrated proficiency to use Microsoft Word, Excel, Outlook, PowerPoint and TEAMS, including but not limited to word processing, spreadsheets, analysis, emailing and calendars.

**COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

**QUALIFICATIONS:**

**First consideration will be given to those applicants that apply within the first 14 days.**

Minimum Entrance Requirements: Applicants must have at least (A) six years of full-time, or equivalent part-time, technical or professional experience in electrical engineering work of which (B) at least three years must have been in a professional capacity, and (C) of which at least one year must have been in a supervisory, managerial or administrative capacity or (D) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in electrical engineering or electrical engineering technology may be substituted for a maximum of one year of the required (A) experience.\*

II. A Bachelor's degree with a major in electrical engineering may be substituted for a maximum of two years of the required (A) experience.\*

III. A Graduate degree with a major in electrical engineering may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

SPECIAL REQUIREMENTS: Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's License.

### **Comprehensive Benefits:**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**Official Title:** Electrical Engineer V

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Engineering

**Agency:** Department of Housing & Community Development

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Dec 27, 2022, 4:15:36 PM

**Number of Openings:** 1

**Salary:** \$80,471.56 - \$118,539.98 Yearly

**Bargaining Unit:** 09-MOSES - Engineers/Scientists

**Confidential:** No

**Hybrid Work Eligible:** Yes

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie Lalli - 6175731254**

**Executive Order #595:** As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

### **HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ft?job=22000EPG>