

TITLE	Quartz Electrical Engineer	LEVEL	Staff
REPORTING TO	Quartz Product Manager	REPORTEES	None
MINIMUM QUALIFICATION	HNC Electrical or Electronic Engineering or equivalent experience		
PREVIOUS EXPERIENCE	3 years in electrical engineering environment ideally with HEVAC and BMS and controls experience.		

PRIMARY RESPONSIBILITIES

- Responsible for the design of all electrical configurations to meet design specifications, electrical and safety regulations
- Liaise with customers to determine requirements on chilled water fan coil projects
- Effectively generate customised wiring diagrams and parts lists using Autocad Electrical
- Manage electrical drawing database
- Document and cross reference all work carried out liaising with suppliers and sales representatives
- Support the provision of all information and the approval of electrical drawings required for production.
- Liaise closely with Applications, Engineering and Factory personnel in meeting priorities and time scales for completion of all electrical information, wiring diagrams, layouts, parts lists etc., required for production
- Produce first off builds for specialist projects
- Support manufacturing in building and testing non standard product
- Provide Electrical field support to customers by email\telephone or site visit

SECONDARY RESPONSIBILITIES

- Develop all electrical engineering practices used throughout the Company's products, and ensure that current practices comply with the relevant national and local standards.
- Develop new control solutions inc. value engineering in line with departmental strategies.
- Advise on the testing and approval of all electrical/electronic components/systems and produce test procedures.
- Assist Engineering in the development and test of new products
- Assist in the design of electrical schemes for new products and specification of components.
- Provide demonstrations and tuition for Company staff and customers on the use of microprocessor controls.
- Assist production in fault finding.
- Advising on electrical safety, standards and legislation.
- Provide product field support as and when necessary
- Provide technical and product training to customers and other TEV employees.

NOTE: The foregoing list covers the main areas of your responsibility, but is by no means exclusive of other duties which you may be asked to carry out.