



Project Manager

Reporting To: Division Manager
Department: Electrical
Job Type: Full-time

Summary

The Project Manager is responsible for managing the cost, schedule and quality of assigned projects and ensuring they align with the company's policies and procedures. The Project Manager would oversee an electrical construction project from the initial bid to final completion while increasing productivity and profitability as the project progresses. This position is a vital role between the customer and our field teams. Accomplishing these tasks is achieved by having a well-balanced amount of time spent in both the professional office setting and on the project site.

Primary Responsibilities

Project Management

- Oversee the pre-construction process. Conduct project kickoff meetings with team involved.
- Work with project Foreman to lay out, plan, schedule, and engineer the work to create the highest value for the company. Ensure Foreman has thorough knowledge of all information to effectively manage job.
- Understand and manage the project's contractual requirements.
- Maintain or exceed the profit margin for each job. Monitor project productivity and profitability, take corrective steps as needed.
- Negotiate material/equipment purchases and other cost quotations.
- Manage project's labor force and personnel.
- Attend scheduled meetings relating to the project as needed.
- Oversee payment procedures and submit required paperwork on time (i.e., invoicing, RFI's, change orders, close-out documentation, etc.).
- Complete monthly billings in a timely manner and ensure collections are received timely by customers.
- Complete post-mortem project meetings to foster a culture of continuous improvement.
- Implement all applicable safety programs and policies and ensure these are followed and practiced by team members.
- Additional duties as assigned.

Business Development

- Develop targeted customers by fostering a relationship that results in getting project opportunities.
- Participate in activities that align with the company's growth plan.
- Establish and promote contacts with potential and/or past clients to obtain work.
- Pursue new markets for the company's services and coordinate efforts with Division Manager.
- Engage in social/trade activities that will enhance the prestige and goodwill of the company.

Customer Relations/Leadership

- Satisfy customer needs in a positive way; be accommodating and professional; provide exceptional service.
- Develop positive relationships with all internal and external customers.
- Be responsive and reliable.
- Be visible and accessible; proactive not reactive; treat people with respect; provide positive reinforcement.
- Be a catalyst for change; identify and solve problems in a positive manner.

Qualifications

- Master License, Bachelor's degree in Electrical Engineering or Construction Management or 3-5 years related electrical project management experience (i.e., commercial/industrial/plan spec/design build/solar).
- Thorough knowledge of industry standards, procedures, National Electrical Code, etc.
- Working knowledge of or ability to learn Accubid and Procore software programs.

- Proficient in MS Office Suite.
- Excellent organizational skills and attention to detail with the ability to perform a variety of tasks under multiple deadlines in a fast-paced environment.
- Demonstrated leadership skills.
- Strong communication and interpersonal skills.
- Skills to manage multiple assignments simultaneously.
- Ability to learn quickly and work independently or as a team.
- Ability to make independent decisions, analyze problems and create solutions.

Work Environment

- Must be able to alternate between sitting and standing in a general office environment. Some travel to other offices or job sites will be required. Ability to navigate construction job sites with or without accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.