



Project Manager

Job Summary:

The Electrical Small Project's Manager is responsible for managing multiple projects at various stages, overseeing projects from pre-construction to closeouts. Project Managers will manage the bid process, analyze blueprints/specifications, review proposals/project requirements, secure required permits/utility services, coordinate materials procurement, ensure compliance with corporate policies and federal/state laws, provide status updates, and maintain documentation records. Responsibilities include material requisition, submittal compilation, purchase orders, on-site job walk-throughs, change orders, requests for information, pay application support, and close-out documents. They will be responsible for the overall successful execution, management, profitability, and timely completion of their assigned construction projects. They are responsible to ensure all employees have the appropriate training, and skills to perform their work as well as the overall safety of the project sites.

Responsibilities:

Include the following non-inclusive list. Other duties may be assigned. Nothing in this job description reflects management's right to assign or reassign duties to this job at any time. All duties are to be performed in compliance with Company policies and procedures.

- Job walks and estimates small projects. Analyze blueprints/specifications and submit a proposal.
- Work with scheduler with developing manpower schedule and project approach. Manage project schedule for major milestones and timely completion.
- Manage all vendor/equipment/subcontractor pricing and contracts.
- Coordinate material and equipment rental procurement.
- Represent the company at project-related meetings as requested.
- Manage and understand all the contract requirements.
- Oversee all aspects of an electrical project from planning to implementation.
- Supervise onsite personnel and subcontractors.
- Interface with project inspectors, contractors, architects, city and county officials, and clients
- Negotiate with contractors to receive reasonable order costs.
- Maintain high standards of workmanship that adhere to original plans and specifications.
- Additional responsibilities as assigned.

Qualifications:

- Knowledge of contracting and developing budgets, project management, management proficiency, tracking budget expenses, planning, and performance management.
- Have a thorough knowledge of all aspects of construction (technology, equipment, methods, etc.) as well as an understanding of industry practices, processes, and standards and their impact on project activities.
- Excellent verbal and written communication skills.
- In-depth knowledge of the NFPA codes and strong problem-solving skills.
- Demonstrated leadership abilities and present self in a professional manner.
- Must have the ability to take project from estimate to close out.
- Must be able to run multiple projects simultaneously.
- Excellent knowledge & proficiency in estimating programs, Word, Outlook, and Excel.



Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to finger, wrists, arms, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The duties of this job occasionally require the employee to attend pre-bid site meetings. The duties of this job occasionally require the employee to be asked to work in outside weather conditions and/or occasionally be exposed to wet and/or humid conditions. The duties of the job occasionally require the employee to be in environments that are noisy.

Send resume and salary requirements.

Job Type: Full-time

Experience:

- Project Management: 5 years
- Electrical: 10 years