

POSITION DESCRIPTION

The position is responsible for the management of commercial electrical projects from start-up to closeout under the direction of the Vice President of Operations, as well as actively developing business with new clients and maintaining relationships with existing ones.

QUALIFICATIONS/EXPERIENCE

- BS in Construction Management or related field
- A minimum of 7 years of successful electrical PM experience (large job experience and OSHA 30 a plus)
- Knowledge of all aspects of construction (technology, equipment, methods, etc.) as well as an understanding of industry practices, processes and standards
- Capable of preparing take-offs and estimates for change orders
- Capable of reading and interpreting plans and specifications
- In-depth knowledge of the NFPA codes and strong problem-solving skills.
- Proficient in Word, Excel, Accubid and Procore software
- Excellent organizational, interpersonal and communication skills
- Ability to multi-task and work in fast-paced setting as a team player

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the management of the bid process, analyze blueprints/specifications, review proposals/project requirements and coordinate materials procurement
- Ensure compliance with corporate policies and federal/state laws; provide status updates and maintain documentation records
- Responsible for material requisition, submittal compilation, purchase orders, on-site job walk-throughs, change orders, request for information, pay application support and close-out documents
- Implement, maintain and control project schedule, budget and all correspondence
- Plan, direct and coordinate activities of the designated projects with the Senior Vice-President of Operations, to ensure that aims, goals and objectives specified for the project are accomplished in accordance with prescribed priorities, time limitations and budget
- Develop project staffing plan and establish a project completion schedule
- Confer with the Vice-President of Operations on situations that may arise and keep management well informed on the progress of the projects
- Prepare change proposals, claims and change orders when situations arise that are not in the prescribed scope of work, and also negotiate settlements with the owner or general contractor
- Maintain relationships with owners, general contractors, and other key personnel to facilitate future business opportunities
- Participate in rotating on-call schedule
- Perform all other duties and responsibilities requested by the Vice President of Operations

