

POSITION DESCRIPTION

The position is responsible for the management of commercial electrical projects from post-bid to final completion under the direction of the Vice President of Project Management, as well as actively developing business with new clients and maintaining relationships with existing ones.

QUALIFICATIONS/EXPERIENCE

- BS in Construction Management or related field preferred
- A minimum of five 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
- 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

The above job description is meant to describe the general nature and level of work to be performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. EOE Minorities/Females/Protected Veterans/Disabled/VEVRAA Contractor

