

PROJECT MANAGER

REPORTS TO: Vice President/Operations Executive

SUPERVISES: Personnel as assigned

GENERAL RESPONSIBILITIES:

Resource management involving planning, organizing, scheduling and efficiently using:

1. Labor
2. Subcontractors
3. Materials
4. Time
5. Installed Equipment
6. Budgets
7. Construction Equipment
8. Company Money and Investments

SPECIFIC DUTIES:

Estimating

1. Assist management in determining bid strategies and techniques, etc.
2. Review contract documents and drawings to determine scope of work and required contents of estimate.
3. Direct or participate in pre-bid meetings, bid strategy and presentation meetings.
4. Work with customers to lay out and design projects as required. Review, analyze and resolve design conflicts. May assist the customer in the preparation of studies, recommendations and cost estimates. Visit the jobsite as required.
5. Manage project administrator's efforts to estimate work. Estimate project change orders as required.
6. Prepare proposal letters and other correspondence to customers and others.

7. Work with supervisor, engineers, architects, contractors and customer's representatives as needed to provide engineering and cost data regarding project feasibility.
8. Negotiate pricing with customers to maximize our company's profit and our customers' satisfaction.
9. Prepare specifications and drawings for suppliers and manufacturers. Prepare RFP's; negotiate pricing and delivery with suppliers; assist Purchasing Department to bid out projects.

Project Management

1. Review and evaluate contract for acceptability of terms and conditions.
2. Write up complete bills of materials including terms and conditions and delivery schedule and submit to Purchasing.
3. Conduct pre-job meetings to discuss scope of work and labor schedule with field personnel.
4. Coordinate with governmental agencies regarding codes, permits and other requirements as necessary.
5. Issue subcontracts as needed.
6. Prepare labor and material budgets. Obtain certificate of insurance and bonds as needed.
7. Monitor job progress, including material delivery, labor scheduling and customer satisfaction. Conduct periodic construction coordination meetings with contractors and customer.
8. Work with customers, engineers, contractors, management and field supervision to resolve field construction problems, as needed. Review and approve field design change requests and negotiate pricing with customer.
9. Provide Accounting with updated budgets and billing information, including schedules of value.
10. Maintain job files.
11. Assign work to subordinates, direct and review their assignments and be responsible for accuracy and completeness of their work.
12. Perform other tasks as requested by management.

EDUCATION:

1. Bachelor of Science, Construction Management, Architecture, or Engineering (four-year degree) preferred.

EXPERIENCE:

1. Ten years minimum experience in construction industry as a project administrator or field foreman.

KNOWLEDGE:

1. Thorough knowledge of all aspects of construction: technology, equipment, methods (including national and local electrical codes, energy codes, scheduling and ordering processes).
2. Basic working knowledge of all aspects of the electrical construction industry, from low voltage cabling to high voltage distribution systems; current knowledge of code.
3. Working knowledge of standard construction contract law.
4. Working knowledge of union agreements and jurisdictional issues.
5. Familiarity with engineering and costing issues related to electrical contracting.
6. General knowledge of onsite safety requirements and procedures.

SKILLS:

1. Strong ability to act as our company's ambassador and diplomat.
2. Ability to perform as a team player.
3. Ability to read and interpret blueprints.
4. Strong ability to negotiate activities and pricing with other trades and customers.

5. Ability to operate personal computers, calculators and other office equipment efficiently.
6. Strong oral and written communication skills; ability to communicate clearly and succinctly.
7. Excellent estimating skills, including take-off, pricing, applying labor units, specification review and labor analysis.
8. Strong ability to be enthusiastic, profit-oriented, persistent, self-motivated and disciplined.
9. Strong ability to maintain customer contact and develop long-term business customer relationships.
10. Ability to encourage team ingenuity and imagination.
11. Strong ability to increase job productivity by establishing proactive rather than reactive management methods.
12. Ability to anticipate project events and situations, both good and bad.
13. Ability to plan, organize, implement and evaluate large scale projects according to company policies, priorities and procedures.
14. Ability to give substantial attention to detail, be accurate and thorough and to work under pressure.
15. Ability to review contract wording and alert superior of questionable items.
16. Ability to work independently to plan and accomplish tasks with no supervision.
17. Ability to juggle multiple tasks, establish appropriate priorities and meet deadlines.
18. Strong ability to use good judgment in decision making.
19. Ability to read and write as required to complete estimates and related paperwork.
20. Adequate hearing to effectively communicate by telephone, radio, etc. and hear alarms and other electronic devices.

21. Correctable vision to read blueprints and develop detailed bid and construction documents both manually and by computer, maintain records and perform design and construction research.
22. Physical ability to sit at a computer terminal or desk for extended periods performing design, research and documentation activities. Physical ability to travel between jobsites and perform inspections that may require repeated and extended standing, bending, stooping, climbing, crawling and reaching over the head.
23. Ability to establish and maintain cooperative working relationships with other employees, customers and suppliers.