

POSITION TITLE: Electrical Project Coordinator
DEPARTMENT: Operations
JOB TYPE: Full Time
REPORTS TO: General Manager

FUNCTION

The position of Electrical Project Coordinator encompasses all those tasks and responsibilities associated with the position of a Junior Project Manager. The position has a combination of both field (85%) and office responsibilities (15%). The Electrical Project Manager reports to the General Manager and must be willing to travel in the Southern California Region.

RESPONSIBILITIES

Primary responsibilities shall consist of those activities related to assisting the Project Manager and General Foremen in handling all coordination including scheduling and manpower, interacting with the customer, and overseeing inventory of materials. Manage electrical projects to satisfactory execution.

This shall involve the generation of submittal drawings and associated backup material, I&V (inspection and validation) of the roughed in system, final commissioning of the systems, final as-built drawing development, packaging and distribution of O & M manuals, customer training, and warranty support.

Secondary responsibilities shall be the day to day planning and coordination of sales technical support, customer technical support, and inter-departmental technical support as required.

Additional responsibilities shall include but not be limited to office and service support as required.

EDUCATION/EXPERIENCE

A minimum of 2 years' technical education at an accredited post high school institution whose primary focus is Electrical systems is desired.

Knowledge of basic commercial building systems and components such as lighting, emergency generators, switchgear, motor control centers, panel boards, etc.; basic HVAC systems, familiarization with variable frequency drives and their applications, and other applicable electrical systems knowledge is desired.