

POSITION TITLE: Project Manager
DEPARTMENT: Operations
JOB TYPE: Full Time
REPORTS TO: Project Program Manager

FUNCTION

The Project Manager will be responsible for coordinating activities of project team, identifying appropriate resources needed, and developing schedules to ensure timely completion of large projects. The position has a combination of both field (85%) and office responsibilities (15%). The Electrical Project Manager reports to the Executive Management and must be willing to travel in the Southern California Region.

SUMMARY

- Directs and manages project development from beginning to end.
- Defines project scope, goals and deliverables to support business goals in collaboration with senior management and stakeholders.
- Develops full-scale project plans and associated communications documents.
- Communicates project expectations to team members and stakeholders.
- Build and maintain project logs, such as change orders, submittals, RFIs, fixture tracking, switchgear tracking, and lighting controls
- Understand and execute responsibilities consistent with project requirements, including project contract documents
- Provide support in estimating costs for projects and project change orders
- Participate in project schedule functions
- Coordinate logistics with suppliers and subcontractors
- Support project leadership in establishing safe practices on the project while targeting no injuries
- Act as key point of contact with internal customers for specific scopes of work

EDUCATION/EXPERIENCE

A minimum of 4 years' experience in project management or technical education at an accredited post high school institution whose primary focus Project Management.

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.