

Electrical Project Manager

Location: Kansas City, Missouri, United States

Industry: Construction & Trades - Other

Job Category: Engineering

Two Openings

- Interview Process: Will take 2 surveys to start, one will take 10min, the other 40min.
- Virtual interview with owner and possibly manager.
- Then interview with Department Manager

Benefits: 100% medical benefits paid for by company, this includes their family, not just individual. Vision \$400 allowance per year. Dental 100% paid by company

Electrical Project Manager confidently provides effective Project and Risk Management of electrical and/or specialty systems construction projects, sincere oversight of field staff and intense attention to job profitability balanced with quality. This position requires a precise, cautious expert to manage complex projects.

Responsibilities

- Plan, coordinate, schedule, and manage electrical construction projects. Ensure projects are completed safely, profitably, timely, of a high quality, and according to contract terms.
- Manage all aspects of project documentation i.e., submittals, RFIs, Addendums, Proposal Requests, Change Orders, Meeting Minutes, etc.
- Review and provide comments on client contracts for review and approval by the Director of Project Management or above.
- Ensure project drawings and specifications are kept current for field and office use.
- Review and submit project submittals that are accurate and timely, including subcontractors.
- Review, estimate, prepare and issue Change Orders for all work above and beyond contracted scope of work.
- Complete project closeout accurately and timely including delivery of Punchlist Completion, As-Builts, and Owner and Maintenance Manuals; including those of our subcontractors.
- Update Warranty Logs
- Plan, prepare, and/or lead a variety of client, internal, and subcontractor meetings and provide effective meeting notes.
- Oversee and/or process day-to-day administrative items as required.
- Ensure all company/project policies, procedures and standards are maintained, etc.
- Lead project specific safety plans in coordination with the Safety Department.
- Contribute to the Estimating and Preconstruction phases of potential projects.
- Responsible for forecasting, budget creation, productivity tracking and daily reporting.
- Create and track job specific cost codes and labor schedules.
- Procure material in collaboration with the Purchasing Manager to ensure accurate and timely deliveries that coincide with the project schedule.
- Analyze materials, equipment, and practices utilized in projects and provide recommendations for improvement.
- Manage all financial aspects of the project including change orders, billings, documentation, control logs, etc.
- Identify, collaborate, and strategize to resolve pending or current project concerns as quickly as possible to mitigate risk and maintain relationships.
- Professional, active interactions always with owners, contractors, municipalities, and construction managers to develop and maintain lasting relationships, monitoring client and other contractor's activities and progress that will / could impact the contracted scope of work and/or subcontractors.
- Cooperate, collaborate, and technically assist field personnel assigned to projects.
- Train, mentor and lead less experienced team members.
- Work with payroll to approve and track time of direct reports and accurate payroll information.
- Utilization of software/programs i.e., CRS, PTS, Apex, ConEst, Sage, etc.

The job description and responsibilities described are intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not to be construed as a comprehensive list of all functions, responsibilities, skills, or abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Requirements

- Advanced level attention to detail and organization
- Resilience and ability to adapt to change.
- Excellent communication skills; written, verbal, and presentation skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to exhibit respect for, and towards, all team members regardless of position.
- Ability to develop relationships that extend beyond a single project.
- Advanced understanding of construction terminology related to electrical construction, blueprints and project specifications, labor productivity for electrical construction and contractual requirements.
- Advanced level of analytical and problem-solving skills
- High level of effective leadership skills to develop and lead a team from project concept to closeout.
- Ability to work independently or in groups, think creatively and analytically, and make quick and sound decisions.
- Ability to take direction and receive constructive feedback from Senior Management
- Strong sense of self-motivation
- Proficient in Microsoft Office Suite, project management, estimating, scheduling, and accounting software.
- ConEst, AutoCAD, and Bluebeam Revu knowledge are preferred.

Qualifications

Education: Bachelor's degree in Electrical Engineering, Construction Management, Project Management, Construction, or years of experience equivalent to degree.

Industry Experience: Minimum 10 years' Project Management experience on projects above \$20MM.

Estimating Experience: Must have experience and ability to prepare and analyze electrical estimates.

Management Experience: Minimum 5 years managing direct reports.

Security Clearance Required: No

Visa Candidate Considered: **No**

Compensation

- Base Salary - USD \$100,000 to \$150,000
- Full-time
- Benefits - Full
- Relocation Assistance Available - Possible for ideal candidate
- Commission Compensation - No
- Bonus Eligible - No
- Overtime Eligible - No
- Interview Travel Reimbursed - No

Candidate Details

- 10+ to 15 years' experience
- Seniority Level - Mid-Senior
- Management Experience Required - No
- Minimum Education - Bachelor's Degree
- Willingness to Travel - Occasionally

Employer Name: Mark One Electric, Inc.