

Project Manager

- Dublin, CA
- Full-time

Company Description

Collins Electrical Company, Inc. is a nationally recognized electrical contractor with offices in Stockton, Sacramento, Marina, Dublin and Fresno, California. Our projects are commercial, institutional and light industrial and range from \$200,000 to \$20,000,000.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Collins Electrical Company, Inc. is an EO employer – M/F/Veteran/Disability

Job Description

Our Dublin, California location is currently seeking a qualified Project Manager with at least 5 years' experience as an Electrical Project Manager. This position requires a self-motivated individual who brings decisive, focused leadership and has a strong work ethic who is results driven.

The Project Manager is responsible for accomplishing project objectives by planning and evaluating project activities.

Job responsibilities include:

Project Financial Responsibilities

- Creates and manages project's budget
- Knows and understands the requirements of owner's contract including, development of contract requirements, bonds fees, schedules, and costs.
- Develops, and completes, monthly projected final cost and labor cost reports projections.

Pre-construction Responsibilities

- Procure subcontractors, based on pre-determined requirements, to manage through completion of construction.
- Collaborates with pre-construction team to prepare, review and monitor information and reports related to all costs involved in developing the budget for the project.
- Manage sub-contractor relationship, which includes, but not limited to, initial scope and proposal review, developing final proposal based upon agreed scope of work.
- Develop plan to comply with, and report, Minority Business Entity requirements for the project, as required.
- Collaborate with developer, subcontractors, municipal entity, equipment suppliers, and site specific construction suppliers to develop a timeline for delivery and completion of milestones prior to project start-up.

Project Mobilization and Construction

- Schedule site security/amenities, subcontractors, equipment delivery, utility, and services in accordance with pre-determined construction schedule.

- Conduct preconstruction meetings with site host, customer, subcontractors, authority having jurisdiction (AHJ) (if required), and utility.
- Prior to construction, review and implement OSHA approved site safety plan (SSP) with subcontractors. • Conduct, document, and report daily site safety meetings to analyze job hazards
- Schedule and oversee inspections by AHJ, and utility.
- Coordinate and deliver all requirements for subcontractors and suppliers to meet schedules.
- Project Administration and Close-Out
- Responsible for project administration and daily operations. Prepares and maintains the project schedule, milestone dates, commissioning, and close-out checklists.
- Establishes relationships and communication tools, as needed, with suppliers and other key people to verify all materials, supplies, tools equipment and personnel are obtained and/ or delivered when necessary.
- Ensures that project site and company assets are secure and maintains a safe and respectful working environment at all times by implementing programs for safety and loss prevention, Equal Employment Opportunity, risk management, training and quality control.

Qualifications

- Minimum 5 years' experience as a Project Manager/Superintendent. Commercial electrical construction preferred.
- Knowledge of electrical theory, National Electric Code, California Building Code, and California Electrical Code.
- Demonstrates leadership skills with ability and willingness to face challenges solve problems, motivate others, while maintaining effective relationships with customers by meeting and exceeding their requirements and expectations.
- Demonstrates solid presentation, communication and written skills.
- Proficient using a personal computer and software, including, but not limited to, Microsoft Office and Microsoft Project.
- College Graduate with a Construction Management or Electrical Engineering degree a plus.
- Spectrum experience is a plus.

Additional information

All your information will be kept confidential according to EEO guidelines.

Interested applicants can submit resumes to: apply@collinselectric.com