

**Job purpose**

The purpose of this role is to organize and control the preparation and execution of construction contracts to meet company objectives of maximizing profit, quality, and safety. The project manager oversees projects from commencement to completion and manages projects in a manner that exceeds our customers' expectations and delivers every project on time and within budget as projected while ensuring that our work adheres to all company safety policies and OSHA-mandated requirements.

**Reports to**

Branch Manager or Project Executive

**Duties and responsibilities**

- Organize and manage Pre-Construction Meetings (Estimator to PM Turnover and Job Start)
- Work with the field superintendent and foreman to develop the project budget and cost code structure using the Spectrum Budget Breakdown template
- Develop project schedules of values (with proper front loading)
- Manage positive cash flow
- Monitor margin gain and fade, maximizing gain and minimizing fade
- Communicate with foreman on -site and provide support to field crew to ensure an efficient installation
- Monthly review of job status reports to ensure project profitability
- Deliver profit margin that meets or exceeds project estimate
- Monthly review of project estimate vs actual results to ensure target profit margin is being achieved
- Monitor and take corrective action where necessary to ensure high levels of productivity
  - Labor productivity
  - General conditions productivity
  - Equipment utilization
- Communicate to Project Executive and/or Branch Manager immediately when there is a problem with delays, inefficiencies, or impacts on a project
- Weekly review of PTS to monitor labor productivity
- Weekly review of job status report and indirect report to ensure general conditions productivity
- Review open commitments weekly
- Utilize contingency to minimize hidden margin erosion and to demonstrate successful project delivery
- Coordinate with Pre-Construction group for value engineering opportunities
- Optimize change orders and buyouts
- Ability to identify change orders before they affect the project
- Demonstrate consistent application and high quality outcomes of critical pre-planning tools
  - Pre Job Planning
  - Short Interval Planning - PTS
  - Daily Production Targets - PTS
- Plan and prepare project Exit Strategy per CECI's standard procedure
- Coordinate and manage Lessons Learned meeting per CECI's standard procedure
- Participate in and contribute to branch-wide project review meetings

- Daily review of open issues in the PM module
- Review accounts receivable aging report
- Obtain 80% of commitments (materials and subcontracts) by 10% complete on labor for all projects
- Complete monthly cost projections using standard template and submit them to Project Executive and/or Branch Manager
- Ensure timely and comprehensive change control
- Ensure high level utilization with Spectrum project management module including:
  - Submittals
  - RFI's
  - Correspondence
  - Transmittals
  - Change Requests
- Monitor rental equipment
- Monitor monthly progress updates on project schedules
- Monitor Accounts Receivable aging report
- Ensure timely and accurate project billing including expediting change orders
- Ensure timely collections
- Consistently follow standard purchasing processes
- Deliver project to customers with a high level of quality and customer satisfaction
- Assist less experienced Project Managers, inspect their work for accuracy
- Acquire permits and licenses for all projects; ensure inspections are handled correctly and timely
- Assure timely completion of project close-out including completion of the punch list, submission of accurate as-built drawings, operations manuals, and other administrative requirements
- Read and interpret project plans and specifications
- Assign costs and manpower to the CPM schedule if necessary
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems
- Review and approve of short interval plans, time, and installed quantities reported in PTS
- Complete contract reviews on projects. Demonstrate knowledge of specific language and scope of the contract at all times
- Participate in project progress meetings with owner, general contractor, subcontractors, and vendors
- Actively participate in industry, client, and community relations to enhance company image
- Act as mentor for Jr. PM's, PE's and PC's

### **Education/Experience**

- High School Diploma or equivalent
- Four-year degree in engineering, construction management or construction-related course of study from an accredited school or equivalent combination of education, technical training, and/or related experience in the electrical contractor or comparable industry
- Minimum of five years' Project Management experience in Electrical Construction Projects

### Skills, Knowledge & Abilities

- Independently manages large projects up to \$25M
- Proven ability to manages multiple projects
- Ability to self-sufficiently price up change orders and work with project schedules
- Thorough knowledge of company objectives impacting project management strategies and techniques
- Thorough understanding of electrical construction, contracts, and terminology
- Ability to smoothly handle a variety of situations and problems that may arise, sometimes several at a time, and either solve them or work with others involved in order to come to cooperative resolution
- Excellent organizational and decision making/problem solving skills.
- Strong written and oral communication skills to effectively disseminate information
- Ability to make administrative and procedural decisions and judgments
- Ability to foster a cooperative work environment
- Ability to plan, develop, and coordinate multiple projects simultaneously
- Proficient in Software/Computer programs and equipment
  - Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
  - Software programs i.e. Accubid, Spectrum, PTS
  - General office equipment

### Working conditions

Duties are normally performed in an office setting. The noise level in the work environment is typical of most office environments which is usually moderate. This position may occasionally be asked to visit job sites and could be exposed to outdoor weather conditions and noise may be loud in a construction environment.

### Physical requirements

Must have the ability to sit and stand; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; vision should be adequate to work with a computer screen with 10- point type; speak in audible tones so that others may understand clearly; physical ability to lift and carry up to 25 pounds; ability to bend, walk, and to reach overhead. The employee must be able to safely drive an automobile to and from jobsites, customer's sites, or other business-related locations.

### Possible Direct reports

Jr. Project Manager  
Project Coordinator  
Project Engineer

### Exemption Status

Exempt

Non-Exempt

*Not Eligible for Overtime Pay*

*Eligible for Overtime Pay*

### Competency Profile

This list is a reference, but is not all-inclusive. The competency descriptions are intended to be tailored to individual positions. Attached you will find examples of performance statements for each competency which should be used to generate thought about how the competency is displayed when performed well on the job.

Competency Group – Communication		
Competency Title	Description	Applies to this job
Listening	Understands and learns from what others say.	<input checked="" type="checkbox"/>

Reading Comprehension	Grasps the meaning of information written in English, and applies it to work situations.	<input checked="" type="checkbox"/>
Speaking	Conveys ideas and facts orally using language the audience will best understand.	<input checked="" type="checkbox"/>
Writing	Conveys ideas and facts in writing using language the reader will best understand.	<input checked="" type="checkbox"/>
<b>Competency Group - Cognition</b>		
<b>Competency Title</b>	<b>Description</b>	
Analysis/Reasoning	Examines data to grasp issues, draw conclusions, and solve problems.	<input checked="" type="checkbox"/>
Creative & Innovative Thinking	Develops fresh ideas that provide solutions to all types of workplace challenges.	<input checked="" type="checkbox"/>
Decision Making & Judgment	Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.	<input checked="" type="checkbox"/>
Mathematical Reasoning	Uses mathematical techniques to calculate data or solve practical problems.	<input checked="" type="checkbox"/>
Problem Solving	Resolves difficult or complicated challenges.	<input checked="" type="checkbox"/>
Researching Information	Identifies, collects, and organizes data for analysis and decision-making.	<input checked="" type="checkbox"/>
<b>Competency Group – Personal Effectiveness</b>		
<b>Competency Title</b>	<b>Description</b>	
Accountability & Dependability	Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.	<input checked="" type="checkbox"/>
Adaptability & Flexibility	Adapts to changing business needs, conditions, and work responsibilities.	<input checked="" type="checkbox"/>
Attention to Detail	Diligently attends to details and pursues quality in accomplishing tasks.	<input checked="" type="checkbox"/>
Customer Focus	Builds and maintains customer satisfaction with the products and services offered by the organization.	<input checked="" type="checkbox"/>
Development & Continual Learning	Displays an ongoing commitment to learning and self-improvement.	<input checked="" type="checkbox"/>
Ethics & Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions.	<input checked="" type="checkbox"/>
Results Focus & Initiative	Focuses on results and desired outcomes and how best to achieve them. Gets the job done.	<input checked="" type="checkbox"/>
Safety Focus	Adheres to all workplace and trade safety laws, regulations, standards, and practices.	<input checked="" type="checkbox"/>

Self-Management	Manages own time, priorities, and resources to achieve goals.	<input checked="" type="checkbox"/>
Stress Tolerance	Maintains composure in highly stressful or adverse situations.	<input checked="" type="checkbox"/>
Tact	Diplomatically handles challenging or tense interpersonal situations.	<input checked="" type="checkbox"/>
<b>Competency Group – Interaction with Others</b>		
<b>Competency Title</b>	<b>Description</b>	
Influencing Others	Influences others to be excited and committed to furthering the organization's objectives.	<input checked="" type="checkbox"/>
Relationship Building	Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.	<input checked="" type="checkbox"/>
Teamwork	Promotes cooperation and commitment within a team to achieve goals and deliverables.	<input checked="" type="checkbox"/>
Valuing Diversity	Helps create a work environment that embraces and appreciates diversity.	<input checked="" type="checkbox"/>
<b>Competency Group – Occupational</b>		
<b>Competency Title</b>	<b>Description</b>	
Advocating Causes	Influences others to act in support of ideas, programs, or causes.	<input checked="" type="checkbox"/>
Enforcing Laws, Rules, & Regulations	Enforces governmental laws, rules, and regulations, and initiates enforcement actions in a way that the public perceives as fair, objective, and reasonable.	<input checked="" type="checkbox"/>
Facilitating Groups	Enables cooperative and productive group interactions.	<input checked="" type="checkbox"/>
Gaining Voluntary Compliance	Convinces others to follow recommendations and advice to bring them into compliance with regulations, standards, or policies	<input checked="" type="checkbox"/>
Interviewing Others	Asks questions in ways that enhance the clarity, quality, and reliability of information.	<input checked="" type="checkbox"/>
Managing Projects or Programs	Structures and directs others' work on projects or programs.	<input checked="" type="checkbox"/>
Mediating Disputes	Helps others resolve complex or sensitive disagreements and conflicts.	<input checked="" type="checkbox"/>
Negotiating Agreements	Reaches deals or compromises.	<input checked="" type="checkbox"/>
Operating Equipment	Uses tools, machines, and vehicles to transport goods or people, or to create work products.	<input type="checkbox"/>

Providing Consultation	Partners with clients to identify and resolve complex or sensitive issues.	<input checked="" type="checkbox"/>
Training & Presenting Information	Formally delivers information to groups.	<input checked="" type="checkbox"/>
<b>Competency Group – Management Qualities</b>		
<b>Competency Title</b>	<b>Description</b>	
Business Alignment	Aligns the direction, products, services, and performance of a business line with the rest of the organization.	<input checked="" type="checkbox"/>
Coaching & Mentoring	Enables co-workers to grow and succeed through feedback, instruction, and encouragement.	<input checked="" type="checkbox"/>
Leadership	Promotes organizational mission and goals, and shows the way to achieve them.	<input checked="" type="checkbox"/>
Fiscal Accountability	Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.	<input checked="" type="checkbox"/>
Organizational & Political Savvy	Uses knowledge of the organizational and political climate to solve problems and accomplish goals.	<input checked="" type="checkbox"/>
Planning & Organizing	Coordinates ideas and resources to achieve goals.	<input checked="" type="checkbox"/>
Staff Management	Manages staff in ways that improve their ability to succeed on the job.	<input checked="" type="checkbox"/>
Strategic Vision	Sees the big, long-range picture.	<input checked="" type="checkbox"/>

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<b>Approved by:</b>	<i>Person(s) with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>