

## PROJECT MANAGER POSITION

The Project Manager is the front-line representative with the Owner's Representative, Field Crews, General Contractor, Design Representatives, Management and Engineering staffs.

The Project Manager primary responsibility is in protecting the interest of the company in accordance with the Company Mission statement and Corporate Values while assuring maximum profitability.

### Primary Job Overview

- Assure all deadlines are met: Budgeting, Change Order Pricing, Major Material Delivery, Invoicing, Scheduling, Submittals, contractually required documents including notices, daily documentation, etc.
- Take appropriate steps to ensure each individual project is complete to the satisfaction of the Customer, meeting or improving the budget and schedule guidelines and developing long term relationships with desirable customers, contractors and subcontractors.
- To support the Foreman and field labor to insure maximum productivity for all installation activities.
- Attend all job hand-off meetings, attend Job Kick-off meetings with Owner, Foreman, and others as needed.
- Coordinate material management tasks with field installation,
- Create Project Installation Manuals.
- Review solutions provided by others (Foreman, Owner, Architect, engineering staff), to assure cost and installation efficiency is applied to solutions.
- The development of accurate budgets, master and project schedules.
- Close-out projects with client, foreman, sales, and department management.
- Establish means and methods for reliable monthly budget projections.

Skill sets needed: Organization, working knowledge of NEC, working knowledge of permitting process, state L&I rules and regulations knowledge, verbal and written communication skills. Proficient in Word, Excel & Bluebeam.