

## Electrical Project Manager Position Description

<b>Department:</b> Electrical	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Electrical Business Unit Mgr	<b>Date:</b> 08-14-2019

### Primary Function:

Plans, directs, and coordinates activities of designated projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters.

### Essential Duties and Responsibilities:

- Provide support to the electrical, engineering and design group. Must understand or be proficient in:
  - to some degree electrical estimating & electrical design
  - industrial controls and automation
  - blueprint reading
  - basic knowledge of Excel and Word
  - familiar with the NEC (National Electric Code)
- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel.
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Prepares project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities with activities of government regulatory or other governmental agencies.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

**Minimum Qualifications/Experience:**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or three or more years related experience and/or training; or equivalent combination of education and experience.

Background in Industrial Controls and Automation, electrical estimating experience and electrical design experience. Proficient in reading blueprints and a working knowledge of Auto CAD or similar program. Basic knowledge of Excel and Word. Familiar with the NEC.

**Other Qualifications**

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

This position requires some travel to meet potential customers, develop relationships and attend trade shows and conferences. Travel expected to be around 40-60%.

**Work Environment**

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate.