



Job Title:	Senior Electrical Project Manager
Position Type:	Full Time

Job Purpose:

A Senior Electrical Project Manager with demonstrated project management experience is responsible for the leading, planning, coordinating and direction of project to meet the business objectives.

Responsibilities:

- Responsible for providing project management resources to act for the company in matters pertaining to the successful progress and completion of assigned projects according to established budget, schedules and contract documents.
- Ensures adherence to project budget and reports any potential risks or discrepancies to the Division Manager and during the budget review process monthly.
- Understands complex project plans, drawing specifications and schedule as well as the resources necessary to complete the project on time and within budget.
- Ensures accurate and timely project documentation, including but not limited to, RFI's submittals, schedule updates, time records, supplemental work orders, change order pricing, and general project correspondence.
- Coordinate with the Superintendent and Project Field Staff to determine the priority of job – especially when dealing with scheduling conflicts for labor and equipment.
- Establishes, maintains, and tracks performance standards for all work performed on assigned project.
- Perform regular inspections of all work performed on assigned project.
- Adheres to the Company uniform project management procedures and cost accounting standards.
- Foster and maintain consistent and uniform cooperation among all departments in the company.
- Prepare Project expense budgets, revenue and profit projections for the Division Manager.
- Provides consistent supervision and monitoring of all work performed on assigned project.
- Provide technical advice to both clients and employees working on assigned project.
- Works with the Division Manager on the bid mark-up that are consistent with the volume and profit objectives for the Project and Company.
- Review estimates and proposal scope letters.
- Review RFQ/RFP documents for the solicitation of subcontractors and vendors.
- Possess a high level of expertise in all phases of electrical construction.
- Enforce compliance with all applicable laws, regulations, safety standards and contracts and report all variances to the Division Manager.
- Other duties may be assigned.

Education, Skills and Experience:

- BS/Construction Management or equivalent studies/experience.
- **MUST HAVE 10+ YEARS EXPERIENCE**

ALBD is an Equal Opportunity Employer and committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, religion, sex, sexual orientation or national origin.



- Strong knowledge of electrical construction industry and codes
- Strong knowledge of electrical materials and methods of installation
- Strong interpersonal relationship skills
- Proficiency in communication skills
- Solid organization skills
- Self-starter and team player
- High computer literate (i.e. Microsoft Word, Excel, etc.)