

JOB DESCRIPTION

Job Title: Project Manager/Estimator-South Carolina Division

Purpose: The full-time Project Manager/Estimator is responsible for managing major industrial and utility electrical projects. Specifically, the project manager will be responsible for coordinating activities associated with major electrical contracts from proposal through completion under direction of Olsson Industrial Electric dba Harrison Electrical Construction.

Duties:

- Attends pre-bid meetings in order to fully understand specifications.
- Assist in the development of project proposals by reviewing project specifications and coordinating budgetary bids from perspective vendors/suppliers.
- Develop project management plans including operating procedures, schedules, and staffing requirements.
- Prepares and submits bids/estimates and construction schedules.
- Manage project budgets, scheduling, and the approval of expenditures.
- Provide the Purchasing Agent with a material needs list and timeline prior to the start of the project.
- Provide the safety department with information regarding any safety training requirements or specific PPE needs for the project.
- Research and select any sub-contractors required and make sure that the sub-contractor's current W-9 and insurance certificates are on file with the accounting department.
- Work with project staff to outline work plans, assign duties and responsibilities, and define scope of authority.
- Direct and coordinate activities of project personnel to ensure projects progress on schedule and within prescribed budget.
- Provide technical recommendations and manage solution implementation as needed.
- Prepare various project reports for management, clients, or others by collecting, analyzing, and summarizing information and trends.
- Schedule and direct meetings with clients, suppliers, and vendors.
- Issue purchase orders and approve invoices related to the project.
- Coordinate project activities with outside vendors, customers, and/or governmental agencies.

Skills and Educational Requirements:

- Experience with industrial design-build projects, including control panels and industrial power systems.
- Must have electrical project management, electrical estimating, and electrical business development (sales) experience.
- Must have excellent communication skills with the ability to effectively communicate in both written and oral formats.
- Must be able to demonstrate a high level of analytical and strategic thinking to plan, direct, and coordinate designated projects to ensure that goals and/or objectives of projects are accomplished within prescribed time frame and funding parameters.
- Must have standard office computing skills including word processing, spreadsheets, and email. A working knowledge of project planning tools such as Microsoft Projects a plus.
- Must be able to organize and independently manage multiple projects simultaneously.
- Bachelor's degree in construction management or other suitable technical field preferred but not required.

Characteristics Requirements:

- Work well in a team environment and independently.
- Demonstrate personal initiative, motivation, and problem-solving skills.
- Able to excel with minimum supervision.
- Unwavering commitment to safety.
- Must provide excellent and responsive customer service.
- Willingness to travel, mostly day trips.
- Friendly, professional demeanor.

Environment:

Work is performed approximately 50% of the time in a traditional office setting and 50% on job sites, where there often is exposure to noise, chemicals, the elements, uneven surfaces and other hazardous situations. Most job sites are located in southeastern US.

Physical Demands:

Requires the ability to communicate in person, over the phone and via electronic means. Must be able to walk on uneven surfaces, climb, stoop, stand for long periods of time, and see and hear in order to conduct thorough job walks and quality control inspections.

Must be authorized to work in the US without sponsorship.

The statements contained in this job description are not necessarily all inclusive; additional duties may be assigned and requirements may vary from time to time.

EEO/AA Employer of Minorities, Females, Protected Veterans and Qualified Individuals with Disabilities