



PROJECT MANAGER

Holmes Electric is actively seeking a Project Manager with a complete understanding and knowledge of all aspects of the electrical systems installation, estimate development, cost control, labor management scheduling, purchasing, safety and project administration. Also has the ability to scan markets and develop project contacts and relationships as well as lead projects successfully that are assigned to the company.

GENERAL RESPONSIBILITIES

Resource management involving planning, organizing, scheduling and efficiently using:

- Labor
- Subcontractors
- Materials
- Time
- Installed Equipment
- Budgets
- Construction Equipment
- Company Money and Investments

SPECIFIC DUTIES

Estimating:

- Assist management in determining bid strategies and techniques, etc.
- Review contract documents and drawings to determine scope of work and required contents of estimate.
- Direct or participate in pre-bid meetings, bid strategy and presentation meetings.
- Work with customers to lay out and design projects as required. Review, analyze and resolve design conflicts. May assist the customer in the preparation of studies, recommendations, and cost estimates. Visit the jobsite as required.
- Estimate project change orders as required.
- Prepare proposal letters and other correspondence to customers and others.
- Work with supervisor, engineers, architects, contractors, and customer's representatives as needed to provide engineering and cost data regarding project feasibility.
- Negotiate pricing with customers to maximize our company's profit and our customers' satisfaction.
- Prepare specifications and drawings for suppliers and manufacturers. Prepare RFP's; negotiate pricing and delivery with suppliers; assist Purchasing Department to bid out projects.

Project Management:

- Review and evaluate contract for acceptability of terms and conditions.
- Write up complete bills of materials including terms and conditions and delivery schedule and submit to Purchasing.
- Conduct pre-job meetings to discuss scope of work and labor schedule with field personnel.
- Coordinate with governmental agencies regarding codes, permits and other requirements as necessary.



- Issue subcontracts as needed.
- Prepare labor and material budgets. Obtain certificate of insurance and bonds as needed.
- Monitor job progress, including material delivery, labor scheduling and customer satisfaction. Conduct periodic construction coordination meetings with contractors and customers.
- Work with customers, engineers, contractors, management, and field supervision to resolve field construction problems, as needed. Review and approve field design change requests and negotiate pricing with customers.
- Provide Accounting with updated budgets and billing information, including schedules of value.
- Maintain job files.
- Assign work to subordinates, direct and review their assignments and be responsible for accuracy and completeness of their work.
- Perform other tasks as requested by management.

EDUCATION

Bachelor of Science, Construction Management, Architecture, or Engineering (four years degree) preferred.

EXPERIENCE

Five years minimum experience in construction industry as a project manager or field foreman.

KNOWLEDGE

- Thorough knowledge of all aspects of construction: technology, equipment, methods (including national and local electrical codes, energy codes, scheduling and ordering processes).
- Basic working knowledge of all aspects of the electrical construction industry, from low voltage cabling to high voltage distribution systems; current knowledge of codes.
- Working knowledge of standard construction contract law.
- Working knowledge of union agreements and jurisdictional issues.
- Familiarity with engineering and costing issues related to electrical contracting.
- General knowledge of onsite safety requirements and procedures.

ABILITIES

- Strong ability to act as our company's ambassador and diplomat.
- Ability to perform as a team player.
- Ability to read and interpret blueprints.
- Strong ability to negotiate activities and pricing with other trades and customers.
- Ability to operate personal computers, calculators, and other office equipment efficiently.
- Strong oral and written communication skills; ability to communicate clearly and succinctly.
- Strong estimating skills, including take-off, pricing, applying labor units, specification review and labor analysis.
- Ability to be enthusiastic, profit-oriented, persistent, self-motivated, and disciplined.
- Ability to maintain customer contact and develop long-term business customer relationships.
- Ability to encourage team ingenuity and imagination.
- Strong ability to increase job productivity by establishing proactive rather than reactive management methods.
- Ability to anticipate project events and situations, both good and bad.
- Ability to plan, organize, implement, and evaluate large scale projects according to company



policies, priorities, and procedures.

- Ability to give substantial attention to detail, be accurate and thorough and to work under pressure.
- Ability to review contract wording and alert superiors of questionable items.
- Ability to work independently to plan and accomplish tasks with no supervision.
- Ability to juggle multiple tasks, establish appropriate priorities and meet deadlines.
- Strong ability to use good judgment in decision making.
- Ability to read and write as required to complete estimates and related paperwork.
- Physical ability to sit at a computer terminal or desk for extended periods performing design, research, and documentation activities. Physical ability to travel between jobsites and perform inspections that may require repeated and extended standing, bending, stooping, climbing, crawling, and reaching over the head.
- Ability to establish and maintain cooperative working relationships with other employees, customers, and suppliers.
- Ideally has existing client relationships/business and will be proactive and engage in new business and growth.

STATUS

Exempt

PAY RANGE

\$115,000 - \$160,000 annually. Actual compensation within the listed range is dependent upon experience, qualifications, and performance.

BENEFITS

- Fully paid medical, dental, and vision insurance
- 401k retirement plan with matching company contributions
- Paid PTO policy that includes vacation and sick time
- Short-Term & Long-Term Disability
- Paid holidays
- Discretionary Bonus Program
- Life insurance
- EAP program
- Secure parking

Holmes Electric is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by federal, state, or local laws.